



AAZK National Conference Frequently Asked Questions

- ❖ How many years in advance does AAZK look for conference hosts?
 - Three to four years in advance.
- ❖ How many members do we need for a conference committee?
 - Committees may range from 8 – 20 people.
- ❖ What if some or all of our chapter members have never attended a conference before?
 - We encourage you to attend one!
 - If you submit a bid and it is accepted, at least one of your committee members, preferably one of the co-chairs, will be required to attend each of the conferences leading up to the year of your conference.
- ❖ Do we need to have the support of your associated facility/institution?
 - Yes, this is required to submit a bid.
- ❖ How much money does a chapter need to raise to host a conference?
 - This depends on many factors, but approximately \$100,000.
- ❖ What resources are available to assist chapters if they are chosen to host a conference?
 - The AAZK Director of Professional Development & Conference Management (PDCM) will be your main resource.
 - The Conference Book will be supplied to you electronically.
 - Past host chapter final conference reports and budgets will be supplied to you electronically.
- ❖ How and when can a conference bid be submitted?
 - Inquiries should be sent to the AAZK PDCM at Bethany.bingham@aazk.org
 - AAZK policy documents outlining the bid process will be sent electronically.
- ❖ How is a conference host decided once a bid is submitted?
 - All bids will be reviewed and voted on by the AAZK Board of Directors during the Midyear meeting (exceptions may apply).

- Official announcement and ratification by the membership present will take place at the annual conference during the same year.
- ❖ What happens next if our bid is approved?
 - You will receive a copy of the Conference Book and related documents.
 - At least one of your conference committee members, preferably one of the co-chairs, will attend the annual conference host meeting at the conference during the year of approval.
- ❖ Is the host chapter responsible for the putting together the conference program content?
 - No. This is the role of the AAZK PDCM. The host chapter will have a Program Chair that works directly with the AAZK PDCM.
- ❖ How are the topics for the Professional Certificate Courses determined?
 - These are decided along with the AAZK PDCM and will be based on the strengths of the host facility collection and staff for instruction.
 - The host chapter is responsible for developing and implementing the three courses.
- ❖ Who do we contact for more information?
 - Contact the AAZK PDCM at Bethany.bingham@aazk.org