

NHSA Conventions: 2010 – 2011

Convention Planning

- We shall have 2 Conventions per year (one during the fall and one during the spring).
- The Fall Convention will be more social-oriented (informal discussions, less 'serious' events, teambuilding, socials, networking, fun), whereas the Spring Convention will be a more formal one.
- Two different HSAs organize the Fall and the Spring Conventions (i.e. if UC Berkeley organizes the Fall Convention, they won't be eligible for organizing the Spring Convention)

Funding:

- NHSA finds and contacts Major Sponsor(s). Major Sponsor(s) fund tickets and get to participate in the scheduling of events (meaning that Major Sponsor(s) can request having a separate section to present and approve the final Convention schedule). If possible (and necessary) Major Sponsor(s) will fund hotel-accommodation.
- Local HSA seeks funding and makes arrangements for local transportation, accommodation, events, food (at least 1 hot meal per day), socials etc. The money they need will, of course, vary on what local resources they have.
- Local HSA can recommend a main sponsor(s) and the final decisions will be made jointly between the local HSA and the NHSA board.
- Local HSA will be responsible in printing t-shirts, printing schedule packages, etc.
- Major Sponsor candidates: NextGen, Embassy of Greece, SAE, AHI, AHEPA

Organizing Committee:

- The local HSA should form an Organizing Committee (at least 2-3 people as main contacts) JUST for the purpose of the Convention. However, it is up to the local HSA to decide if the same people will be involved with planning other HSA activities. Ideally the people in the Organizing Committee will have experience in organizing events and the NHSA Convention will be their main responsibility so as not to get distracted or have the organization of too many activities in their heads. NHSA will have to assess the effectiveness of this Organizing Committee and recommend changes.
- 1 person from the NHSA Board will be assigned to help with logistics and supervise, i.e. **NHSA Convention Chair**. He/She will be designated as the main NHSA contact/supervisor. It can be the NHSA Vice President of Internal Affairs or someone that knows the Local HSA and or local University community. He/She will be aware at any time of any progress made (or not made) by the local HSA towards the organization of the Convention, he/she will inform the NHSA Board about this progress and also assume responsibility in case of a problem.

- Other NHSOA board members will assist the NHSOA Convention Chair, eg. the NHSOA Treasurer and the Fundraising Director will help with money issues. However, all actions are coordinated by the NHSOA Convention Chair, as stated in the previous bullet point.
- A 'trainer' assigned by NHSOA could provide training in organizing conferences, fundraising etc. He/She can travel to the local HSA to help, can give ideas, can help in finding sponsors etc. This person can be either the NHSOA Convention Chair or just someone with experience in these issues; meaning that he/she doesn't have to be an NHSOA board member. IF this person is NOT the Convention Chair, he/she can only recommend and NOT demand things to be done by the local HSA (remember this person will be there to assist and 'train' only).

Schedules:

- Please check the attached NHSOA Fall 2009 Convention Schedule for ideas.
- 2- 3 days for Fall Convention (if not long weekend, it can start Friday afternoon and finish Sunday evening, so participants should perhaps take Friday off their schools)
- 2- 3 days for Spring Convention
- It would be good if the Conventions coincide with a nationwide common holiday (i.e. a long weekend, spring break etc) so that more people can make it. Also, it can coincide with a big local event otherwise prepared/organized by the local HSA (i.e. in Michigan they have an annual big party in the beginning of November that they could incorporate into the Fall Convention)
- NHSOA decides on a number of events that it wants to hold and provides a sample Convention schedule including space for events (the space will be, of course, decided by local HSA).
- Local HSA has the freedom to adjust the proposed schedule since they know better their own university and campus.
- NHSOA has to approve the final Convention schedule and announce it to the Major Sponsor(s).

1. NHSOA Board presents their work so far and lays out goals and other ongoing efforts

Discussions agenda (Fall Convention-informal):

2. Comments by participants
3. Opportunity for evaluation of NHSOA through discussion or written forms
4. NHSOA Board presents strategy for the rest of the year
5. Ideas and comments on strategy by participants
6. Local HSAs present their year-long activities
7. Networking/social/Greek night events
8. Campus tour
9. Presentation by local Greek professors
10. Presentation by Major Sponsor(s)

Discussions agenda (Spring Convention-formal):

1. NHSOA Board presents work and progress since fall Convention
2. Overall evaluation of NHSOA Board's work,
3. Discussion of future works to be done by the new Board
4. Discussion of member HSAs progress throughout the year, issues, problems.



5. Common meeting with representatives from Advisory Board and/or partner organizations and/or prominent donors
6. New NHSA Board candidate speeches and elections for the new NHSA Board
7. Short meeting of the new NHSA Board members (aside from the main discussions) with old Board members – transition meeting
8. Decision (or just discussion) on where and when the Fall Convention will be held (maybe have candidacies/presentations by local HSAs). Also, as a chance to get feedback on how the Conventions were organized.

Ideas for aside events (either Convention):

- Lecture on Marbles! Such a hot topic. Possible cooperation with related organizations (i.e. ISURA)
- Lecture by a Greek/Greek-American Professor (probably on Greek-related stuff or technological breakthroughs in today's hot topics)
- Presentation by the local Classic or Modern Greek Department
- Greek night social event
- Whatever the local HSA feels would be an important addition (ideas: bouzouki night, cooking night, pub-crawling, exhibitions, movie screenings, book presentations)

Participants:

- At least 1 representative/participant from every member-university/local HSA
- For Spring Convention, at least 1 of the participants from each local HSA should be in the local HSA Board
- Only 1 representative from each local HSA will receive reimbursement for travel expenses. The other participants from the same local HSA will have to pay for their travel expenses. However, accommodation can be covered by local HSA (this last part will depend on the organizing local HSA budget!!)