

California Indian Conference Logistics

The Conference generally takes place on the second or third weekend of October. Sometimes it has occurred Thursday or Friday through Sunday, with Sunday a half day. Other times it has taken place on Saturday and Sunday only, with Sunday a full day. Each conference host determines the final dates and schedule.

The past conference coordinator or planning committee chair, and the overall conference facilitators, provide guidance to the next coordinator or chair.

Reserve conference facilities

Fundraising

- Grants
- Donations
- Fees
- Other

Fees

- Usually free to \$20
- Will elders be charged?
- Will California Indians be charged?
- Will speakers pay or attend free?
- Will those who pre-register be charged less?

Conference Website

- A call for papers
 - Deadline?
- Conference schedule (a preliminary schedule may be posted, then updated as needed)
- Directions to and map of the campus where the conference will be held
- Area hotels – establish discounted rates for conference attendees
- Restaurants
- Press materials
- Pre-registration
 - Who will keep track of pre-registrations?
 - From all, get address, telephone and e-mail
- From presenters, get titles, abstracts, affiliations and audio-visual equipment needed
- Contact information

Conference Planning Committee

- Membership to include hosting institution staff, and representatives of nearby tribal communities, non-profits, museums, and community groups.
- Determine meeting schedule and subcommittees with assigned tasks
- Assists with planning tasks, including creating a conference theme, fund raising, website design, organizing panels, and scheduling presentations
- Will there be plenary sessions?

Will the President or another campus administrator welcome everyone the first morning?

Will there be keynote addresses?

If so, what topics?

If so, what speakers?

Will there be dance groups or other cultural presentations during the evening?

Will there be a California Indian art show?

Will there be plays or literary readings?

Will there be film showings?

Other Volunteers and Staff

- Enlist students to help with conference logistics, serve as session monitors, people the registration table, set up the continental breakfast, organize snacks
- If possible, arrange for students to receive a unit of college credit for helping to organize the conference

Mailing List

Each conference coordinator or committee chair shares the mailing list with the next coordinator. The confidentiality of this list is paramount.

Registration

Where will registration take place at the conference?

Registration table

Who will staff?

What items will be included in the registration packets?

Restaurants?

Other events or places of interest in the area?

Other materials from the local Visitors Bureau?

Conference program

Nametags

Meal tickets

Giveaways to conference attendees at the discretion of each conference organizer

Program

Cover art and design, theme, date, place

Words of welcome

Schedule

Abstracts

Credits and thanks

Mention of overall conference website

Ads

Meals

Consider organizing a morning reception area with muffins, donuts, juice, water, coffee, tea, and hot cocoa

Will an area be set up for snacks throughout the day?

Organize a Saturday evening banquet

Do restaurants exist within walking distance of the conference?
If not, lunches must be catered

Vendors

Organize sales and exhibit areas
Books
California Indian artisans
California Indian organizations
Museums
Other related institutions and organizations

Publicity

News from Native California
California Indian tribes and organizations
Academic institutions
Other educational institutions
Media

Signage

On campus directional signs
Registration table signage