



**Colorado Airport
Operators Association**

**CONFERENCE
HANDBOOK**

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PREFACE

The information contained in this handbook is intended to provide basic guidance and initial education on planning, hosting, and carrying out a CAO A conference in your community. It is intended for those individuals who have committed to hosting a conference, and require the knowledge of the standard manner in which the association does business for the purposes of planning the conference.

The information contained herein is not intended to be carried out verbatim, as each conference has qualities and issues to be dealt with that are unique to the location and agenda.

Where appropriate, this handbook provides sample forms which may be used as the basis for the production of the actual forms. This handbook is also available in electronic form, in several different word processing formats, including Corel Wordperfect and Microsoft Word.

I. GENERAL OVERVIEW

The Colorado Airport Operators Association (CAOA) holds two conferences annually including a Spring Conference, typically held in early June, and a Fall conference, typically held in late October. The exact dates are established jointly between the CAO A President and the host city representative, based upon a number of factors, which include the availability of hotel and conference facilities in the host city. The days of the event are typically a Wednesday through Friday. CAO A will usually commit to holding a conference in a particular city 18-24 months in advance of the conference dates. This permits the host city representative adequate time to verify the availability of hotel/conference space, and book same.

After volunteering and committing to host a conference, a number of actions need to take place on a specified schedule (provided below). These include booking conference space, blocking hotel rooms for the membership, producing a budget, agenda, catering menu, and booking the necessary speakers for informational sessions. Also, organization of a traditional golf outing takes place, including the booking of a golf course, with considerations for food as well.

All contracts for services to be provided must be signed by the CAO A President (with exception). It is generally a good idea for the host city itself not to contractually commit for any of the services directly. Under certain circumstances however, it is acceptable and expected that the host city representative will execute certain agreements on behalf of CAO A for the conference. These should generally be coordinated with the President in advance, and be carried out with his/her approval.

II. SCHEDULE OF DEADLINES

The following deadlines should be adhered to in order to ensure that planning for the conference remains on schedule. All submittals should be made directly to the President unless otherwise directed.

| | |
|------------------------------------|--|
| HOTEL CONTRACT EXECUTED | One year prior to conference |
| GOLF COURSE CONTRACT EXECUTED | One year prior/spring conference Six months prior/fall conference |
| BUDGET SUBMITTED TO PRESIDENT | Six months prior to conference |
| FIRST DRAFT OF AGENDA SUBMITTED | Six months prior to conference |
| FINAL BUDGET APPROVAL BY PRESIDENT | Two months prior to conference |

| | |
|-----------------------------|---------------------------------|
| MENU SUBMITTED FOR APPROVAL | Two months prior to conference |
| FINAL AGENDA SUBMITTED | Two months prior to conference |
| MENU SUBMITTED TO HOTEL | Thirty days prior to conference |

III. HOTEL SELECTION AND NEGOTIATIONS

A. HOTEL SELECTION

The selection of the conference hotel is important to ensure that adequate facilities and services will be available. Generally, the hotel should have at least 140 rooms. This will provide assurances that an adequate number of rooms can be blocked for the membership, while the hotel retains an adequate number of rooms for its routine guest operations. The hotel should have conference facilities which include at least one room large enough to accommodate the full membership in attendance (up to 150 persons). If a formal luncheon or dinner is planned in the conference facilities, a second room of equal capacity. Several smaller rooms for other miscellaneous meetings, including the CAO Board meeting, CAB Board meetings (if applicable), and a room to be used as an Exhibit Hall capable of accommodating at least 15 6'- 8' tables with adequate space for food buffets and a sit down area for breaks and breakfasts. A centralized location for registration is also needed, which could take place in a lobby or corridor area if necessary. Ensure that the hotel has an adequate public address system, including podiums and riser stages, as well as an adequate number of tables and chairs for the full membership at each function. While it is ideal to hold the conference in a hotel/conference center with all these amenities under one roof, some smaller communities that lack such facilities may break the conference up into more than one hotel, or use conference facilities outside of the hotel(s) that are in close proximity. It is also important to consider the catering capabilities of the hotel, and their ability to provide appropriate meals and staffing for same.

B. HOTEL NEGOTIATIONS

1. **Room Blocks** - Room blocks and the number of rooms to be booked at the hotel during the conference is based on the term "Room Nights" Room nights refers not the number of hotel rooms booked, but rather the total number of nights that rooms are occupied during the conference (i.e. ten rooms booked for two nights each equals twenty room nights). A general rule to follow is that of the total number of registered members, 70 percent will stay two nights, 100 percent will stay one night, and 5 percent will stay

three nights.

EXAMPLE:

100 registered members:
70% = 70 room nights
100% = 100 room nights
5% = 5 room nights
Total = 175 room nights

The total number of room nights is usually directly related to the fees charged by the hotel for use of its conference facilities. The more total room nights, the lesser the fee for conference facilities. It is a good idea to check with your local Convention and Visitors Bureau before beginning negotiations with the hotel to determine what the normal fees are for a particular hotel or in your particular city on average. This will give you a frame of reference to negotiate from with the hotel.

In blocking rooms, the hotel should guarantee the block until approximately three weeks prior to the conference dates. This date needs to be displayed on the registration form. A typical CAO A conference outside of the Denver metro area averages between 100 and 125 room nights. This number will be slightly lower for Fall Conferences which are not held in conjunction with CAB Grant Hearings, and much lower for any conference held in the Denver metro area.

2. **Complimentary Rooms** - It is a common practice in the hotel industry to provide one free room for each 50 room nights booked. These rooms should first be used to reduce the cost of the conference, by offering them to speakers, presenters, or other VIP's who may be attending the conference at the expense of CAO A, and whose bills would otherwise be paid for out of conference revenues.
3. **Room Rates** - Try to negotiate the same rate for both single and double occupancy rooms. As a general rule, the lower the room rate, the more members will attend. An average room rate is hard to establish in Colorado, since the resort towns are much more expensive than the smaller non-destination cities. Rates have been as low as \$49.00 per night, and as high as \$129.00 per night. A rate in the \$89.00 range is more common however.

4. **Conference Facilities** - Most hotels will provide free use of their conference facilities if at least 100 room nights are booked. Other alternatives include a fixed fee, or sliding scale fees, where a lower fee is charged for a higher number of actual room nights. Again, check with your local Convention and Visitors Bureau prior to negotiations with the hotel so that you know in advance what the hotel usually charges.
5. **Catering** - The hotel should provide you at the time of negotiations a catering menu, with detailed costs for all catering services and menu options they offer. These costs are generally not negotiable, but are important to have in advance for budgeting purposes. Keep in mind that your conference will be taking place one year or more from these negotiations, and catering menus and costs may change or increase during that time period. Most billings for catering are based on a per person basis. For this reason, it will be necessary during the conference to keep a good count of how many persons were planned for or served at each meal. A formal luncheon or dinner will usually have the highest number of members present, while breaks and breakfasts will have the lowest.
6. **Audio/Visual Equipment** - A large projector screen will be required in the main conference room where general sessions will take place. Screens may also be needed in smaller rooms for other meetings. Most speakers will bring their own projectors, power points, or other specialty equipment. However, the hotel should provide you in advance with a detailed list of rental charges for audio/visual equipment. Some hotels will charge a fee if CAO and the speakers provide their own equipment, so know about these charges during initial negotiations so that they can be built into the conference revenues if necessary.
7. **Exhibitor/Vendor Charges** - Try to negotiate 6'-8' exhibitor tables as complimentary. Some hotels may charge for each table, and also for the hanging of banners or signs. Any fees for these services should be built into the exhibitor fees. Any special requirements such as phone or electric should be paid directly to the hotel by the exhibitor.

IV. GOLF TOURNAMENT

A CAO conference routinely begins with a traditional golf tournament on Wednesday. The selection of a course is entirely at the discretion of the host city representative. Depending on the times of the tournament, lunch may need to be provided either at the turn, or immediately before or after the tournament. Keep

in mind that for Fall Conference tournaments there is likely to be frost on the ground which will delay a start. Also keep in mind that some of the golfers may need to be at official function meetings later in the day. The golf tournament should be set up to pay for itself, regardless of the number of players, completely independent of the remainder of the conference. The fees charged to the golfers will depend entirely upon the fees to be paid to the golf course. Golf course fees are generally not negotiable, but standardized for certain times of the year and for certain days of the week. Most golf course restaurants are operated independent of the golf course, so separate arrangements for food service will have to be made with the restaurant operator.

Most CAO A golf tournaments are "Scramble" or "Best Ball" events. This is when each team of four players begins at the tee box, and then all players hit their next ball from the location of the best shot out of the group. Depending on the time of day the tournament begins and other factors, the tournament may begin with a "Shotgun" start (when each team begins play at the same time from a different hole), or a traditional start, with each team beginning from the first hole one behind the other, based upon pre-determined tee times.

Prizes are usually awarded for the team with the lowest score, for longest drive (mens and womens) and closest to the pin (mens and womens). Prizes can be of a variety of things, but should be paid for out of revenues generated directly by the tournament fees themselves. Many courses will offer a per player credit for pro shop merchandise which is included in each players fees. These can be used in any manner desired, including for the purchase of prizes for the event winners. Golf carts, name cards for the carts, and a summary of team scores is usually provided by the golf course, which are included in the fees paid to the course.

Customary fees to the membership for participating in the golf tournament vary by actual cost, but generally are between \$50.00 and \$90.00. The higher the fees, the fewer members are likely to participate. On average, a CAO A golf tournament has between 20 and 40 players. Fall Conference tournaments are usually the lower of the two in terms of participation.

The organization of the golf tournament in general can be one of the more difficult events to coordinate, mainly in terms of player pairings. Usually, more people will want to play with a particular person than can be in a foursome. Also, corporate members will generally want to play with Airport Managers, and not each other.

V. **SPONSORSHIPS**

There are several levels of sponsorships to be considered when organizing the conference. Sponsorships in general generate very little revenue to the

conference. Most listed sponsorships are commitments to corporate members resulting from their level of membership in CAO A. An up to date list of corporate members and their membership level should be obtained from the President or Executive Secretary of CAO A when developing the sponsors list.

A. CASH SPONSORSHIPS

Certain corporate members will provide cash sponsorships. These are usually in \$100.00 increments with a \$100.00 minimum, but experience has shown that the conference needs to accept any amount offered. In return for the cash sponsorship, the corporate member is listed as one of the primary sponsors of a certain event during the conference. Accommodations should try to be made if they desire to be listed as the sponsor of a particular event, but the host city representative has ultimate authority as to what event they are listed as sponsoring.

B. PLATINUM MEMBER SPONSORSHIPS

Corporate members who pay the Platinum Member application fee for their annual membership in CAO A are automatically entitled to be listed as the primary sponsor of the event of their choice during each conference for no additional sponsorship fee. Additionally, Platinum Membership entitles two members of the organization to attend each conference at no charge (registration fees only), and also permits free exhibitor booth space if desired by the member company.

C. GOLD MEMBER SPONSORSHIPS

Corporate members who pay the Gold Member application fee for their annual membership in CAO A are automatically entitled to be listed as the sponsor (not necessarily the primary sponsor) of an event during each conference for no additional sponsorship fee. The event to be sponsored by each of these members is at the discretion of the host city representative. Additionally, Gold Membership entitles one member of the organization to attend each conference at no charge (registration fees only), and also permits free exhibitor booth space if desired by the member company.

D. SILVER & BRONZE MEMBER SPONSORSHIPS

Corporate members who pay the Silver or Bronze Member application fee for their annual membership in CAO A are entitled to be listed as the sponsor (not necessarily the primary sponsor) of an event for no additional sponsorship fee, at only one of the two conferences held during the year. The event to be sponsored by each of these members is at the discretion

of the host city representative. For the annual Fall Conference, it will be necessary to contact the Spring Conference host to determine which of these members was or was not listed as a sponsor during the Spring Conference. Only those members not listed during the Spring Conference will be entitled to a sponsor listing during the Fall Conference. Silver Members are entitled to free exhibitor booth space only, at only one conference during the year. Bronze Members are not entitled to any free services.

E. DRAWING PRIZE SPONSORSHIPS

Corporate members who donate prizes for drawings throughout the conference will receive recognition as appropriate through announcements during the conference. It is a good idea to contact corporate members several weeks ahead of the conference dates to solicit the donation of prizes. Unless donated by a corporate member, CAO A traditionally pays for an electronic organizer to be given away as the grand prize. This is paid for out of revenues from the conference.

VI. CAO A & HOST CITY RESPONSIBILITIES

A. CAO A RESPONSIBILITIES

1. Approval and execution of contracts as necessary.
2. Provide seed money for deposits and early expenses.
3. Review and approval of budget, agenda, and other relevant items.
4. Provide administrative support as necessary.

B. HOST CITY RESPONSIBILITIES

1. Make recommendation to President on hotel/conference center to host event at.
2. Coordinate and negotiate with hotel for all services and contracts.
3. Prepare and submit budget for approval by President.
4. Programming and scheduling of agenda and speakers.
5. Scheduling of all meeting rooms, handling all arrangements.
6. Obtaining local and corporate member sponsorships.
7. Providing for gift packets, local attraction information.
8. Provide staffing for registration desk and other events as needed.
9. *Maintenance of fiscal aspects of conference, including paying bills.
10. Coordination of golf tournament.
11. Prepare and mail registration packets.
12. Provide and produce name badges.
13. Produce conference attendees list.
14. All other things necessary to carry out the conference (and there

Addition to CAO A Conference Planning
Added November 16, 2007

Sponsorship general rules:

Platinum and Gold members should be approached as to which event/break/gift... they would like to sponsor without asking for additional sponsorship money.

Silver and Bronze members are free to be hit up for additional sponsorship money. They may sponsor any event/break/gift.. that hasn't been claimed previously.

will be a lot).

*It is suggested that separate accounting be established by the host city for the conference, including the establishment of a temporary checking account for conference expenses. Office supply expenses such as envelopes, copying, postage etc. are legitimate expenses to be charged back to the conference by the host city. Expenses for labor incurred putting on the conference by the host city representative and his/her employees are not.

The host city will be asked to execute a Letter of Agreement (LOA) for providing those services necessary to carry out a successful conference. A copy of the LOA is included herein.

VII. REGISTRATION FEES

Registration fees are the primary source of revenue for the conference. Calculated into the fees must be all costs associated with putting the conference on, except the golf tournament which should pay for itself independent of the remainder of the conference. Attendees should be strongly encouraged to pay all fees prior to the conference, as it is extremely difficult to get these fees paid after the conference is over. The host city should be capable of accepting payment of fees during check-in since some attendees will not pay in advance. The ability to accept payment by credit card will ensure that more members pay in advance. Inevitably, some attendees will not pay in advance or at check-in, and follow-up efforts will have to be made to obtain these payments before closing out the conference accounts. It may be necessary for the conference to write off bad debt as a result of this as well.

VIII. COMPLIMENTARY REGISTRATIONS

The host city representative, and his/her staff working in support of the conference are not required to pay registration fees. Additionally, airport commissioners or other municipal representatives with oversight authority over the host city airport are also not required to pay registration fees.

With the advance approval of the President, the host city representative may provide complimentary registrations to speakers/presenters, sponsors, or others who may be deserving of such, in return for their support of the conference. These should be approved by the President prior to being offered to the individual(s).

Additionally, under a variety of circumstances, the President may elect to provide complimentary registrations to certain individuals. These registrations are

intended to be paid for to the conference directly by CAOAO. Under certain circumstances, the President may elect to have these registrations paid for out of the conference revenues if they are adequate to cover these fees.

IX. CAB GRANT HEARINGS

If CAB Grant Hearings are to be conducted in conjunction with the conference (usually for Fall Conferences), try to negotiate conference facility space at no charge for the CAB as part of the hotel contract. However, any charges for conference room space, including meals, refreshments, audio/visual equipment fees, or any other charge, are not the responsibility of CAOAO, and the hotel should be directed to establish billing directly with the Colorado Aeronautics Division.

X. REGISTRATION PACKETS

Registration packets should be mailed out to the membership at least six weeks in advance of the conference. Keep in mind that many airports must go through their municipal accounts payable process, and may not be able to cut a check in advance of the conference if at least 30 days is not provided. The registration packet should include at a minimum, the following:

- A. Registration form
- B. Current version of Agenda
- C. Golf outing information
- D. Any necessary maps or directions
- E. Any other information deemed necessary

There are approximately 450 persons on the CAOAO mailing list, as this is important information to consider in determining the amount of office supplies, copies, and postage that will be needed to carry out the mailing of registration packets. A current copy of the mailing list should be obtained from the President or Executive Secretary. It is also possible to have the Executive Secretary transmit the list to you on actual mailing labels, which will ease the process.

XI. COMPUTER DATABASE INFORMATION

CAOAO has not established a standardized software database to be used for organizing the conference and its attendees. Durango Airport created a program using off the shelf software in early 2001 that can accomplish this. They are willing to make this program available to any host city that desires it at no cost, but it requires knowledge or education on that particular software program. The program requires only a single entry of an attendees personal information, including what fees and dues are payable, and then automatically generates name badges, attendance rosters, financial statements and reports etc. It is

otherwise each host city representatives responsibility to use whatever software is available to them to accomplish the production of this information.

XII. CONFERENCE BAGS & MATERIALS

While it is common for some form of bag or briefcase to be provided with the host city and CAO A conference information printed on it at check-in, this is not a requirement. The ability to provide a bag, with host city or other giveaway items in it is entirely at the discretion of the host city representative, if the provision of this can be accomplished within the conference budget.

At a minimum, check-in materials should include an up to date conference agenda, name badge, attendance roster and sponsor list. The name badges should include the individuals full name, title, and airport/company they represent, and if possible, have a mini-agenda printed on back or included in the badge holder. The individual's nickname should also be printed on the badge, and should be printed large enough to be easily read from a short distance.

Dual numbered tickets for prize drawings will also need to be provided, and either inserted into the bags prior to the conference, or handed out during the conference.

XIII. AGENDA

The host city representative is responsible for all agenda items, including all general sessions, breaks, meals, speakers/presenters etc. A list of potential informational sessions, including a brief description of the session content, and a list of where speakers can potentially be drawn from should be provided to the President on the schedule noted herein. A sample agenda is provided elsewhere herein.

XIV. CATERING REQUIREMENTS

As noted herein, each catered event is an opportunity for corporate members to be listed as sponsors. The outline of sponsorships contained above should be used in determining the appropriate event for each sponsorship listing(s). Whenever possible, place signs or door placards identifying the sponsor of each event, in addition to the sponsor list provided in the check-in packet. Ensure that any local taxes and required gratuities are known ahead of schedule for budget purposes, and build these into the costs. The price list provided by the hotel for catering will often not include a mandatory percentage which will be added for gratuities.

A. WELCOME & COCKTAIL RECEPTION

Held on Wednesday evening. Includes a host (open) bar with a full range of beers, liquor, mixed drinks and wines. A general rule for planning is that each attendee will consume three drinks on average. Food service usually consists of hors d'oeuvres for approximately 80 percent of the registered attendees. Entertainment is not common for this event, but has been provided on occasion.

B. CONTINENTAL BREAKFAST

Two continental breakfasts are held, one each on Thursday and Friday mornings. Billing is typically on a per person basis. Common attendance is 80 percent of the registered attendees for planning purposes.

C. BREAKS

There are usually at least two, and sometimes three scheduled breaks on Thursday, and only one on Friday (since it is typically a half day). An early or mid-morning break can either have a refreshment of the continental breakfast items, or a completely separate menu. The hotel should be able to provide several alternatives for breaks, or be able to provide a custom menu. Billing is usually on a per person basis, or based upon the actual amount of food consumed during the break. Morning breaks generally have a larger participation by the attendees, and afternoon breaks substantially less.

D. LUNCHEON

It is traditional, but not a requirement, to conduct a formal sit down three course meal for lunch, immediately followed by a guest speaker. This event is almost always the heaviest attended of the daytime catered events. Ensure that the hotel has adequate wait, bus, and kitchen staff to handle a crowd of 100-125 persons on average.

E. DINNER BANQUET

It is also traditional to hold a dinner banquet on Thursday evening, which begins with a cocktail hour. Planning for the cocktail hour should generally follow that of the cocktail portion of the Welcome Reception. The format, location, and details of this banquet can be almost anything or anywhere. It is encouraged to try and conduct this event outside of the conference hotel if possible, in a completely different environment than that in which all the attendees have been present in all day. It is also customary that this event include either a guest speaker, entertainer, or

other activity which would involve the attendees.

F. SPECIAL MEETINGS

Special meetings such as the CAO Board Meeting on Wednesday afternoon, the Legislative Committee Meeting (if held), or any other miscellaneous meeting requires minimal catering, in the form of coffee, tea, and snacks.

XV. INFORMATIONAL SESSIONS & GENERAL FORMAT

It is the responsibility of the host city representative to identify, get approval for, and schedule all general informational sessions for the conference. This includes identifying potential speakers/presenters, contacting them, and obtaining commitments for them to make presentations.

The context of each session should be of a nature relevant to current issues, trends, or regulatory requirements in airports and aviation today. Subjects do not necessarily have to be specific to airports or aviation, but may be of other non-aviation related matter which are of a subject matter relevant to those issues airports have to deal with.

The general format of a conference agenda will include a short period for formal welcome and opening remarks on Thursday morning, usually by the host city representative and a local elected official, followed by general sessions with breaks, lunch, more general sessions, another break, and the dinner banquet (the golf tournament having taken place the day before). A Corporate Forum is generally held on Thursday during a scheduled break, where corporate members can discuss relevant issues in a roundtable format. Friday is typically a half day, which begins with the CAO General Membership Meeting, and then updates provided by the FAA Denver Airports District Office and the Colorado Aeronautics Division. A mid-morning break is also included on Friday.

Most speakers are capable of providing their own audio/visual equipment, but be sure to have any equipment they need the hotel to provide scheduled in advance.

XVI. SPOUSE/GUEST PROGRAM & PARTICIPATION

At the discretion of the host city representative, a spouse program may be offered to entertain spouses and guests accompanying an attending member. If any costs are to be incurred in providing this program, the member should pay these charges as an add-on item to their registration fees. On average, 15 spouses or guests attend each conference. Additionally, if spouses or guests intend on attending any of the formal catered events such as the luncheon or

banquet dinner, a separate add-on charge to the attendees registration should be provided to cover these costs, since they are usually based on a per person basis.

XVII. TRANSPORTATION

It may be necessary or desirable to provide group transportation to events held outside of the hotel, such as the golf tournament or dinner banquet. These costs should be built into the overall registration fees. However, recent conferences have not provided any group transportation, and attendees have been required to get to the outside functions on their own. Considering that practically all attendees either drove themselves or with another attendee, this should not be a problem for anyone, and will permit a cost savings for the conference versus contracting for group transportation.

XVIII. POST CONFERENCE ACCOUNTING

In the weeks following the conference, a post conference accounting will need to be completed. All expenses associated with the conference should be paid prior to the post-conference accounting being completed. The post conference report should include the total number of registrations and other fee generating participation, an updated copy of the conference budget showing budget versus actual cost for each line item, and an identification of the income or loss generated by the conference. If a loss was incurred, a request must be made to CAO A for payment of the loss before the close out of any special conference fund accounts.

Upon completion of the above, the income should be transmitted to the CAO A Treasurer, along with reimbursement of any seed money advanced prior to the conference.

APPENDIX A

LETTER OF AGREEMENT

LETTER OF AGREEMENT

This Letter of Agreement (LOA) is executed this _____ day of _____, 200____, by and between the Colorado Airport Operators Association (CAOA) and _____, Colorado, hereinafter referred to as the Host City.

1. PURPOSE

The purpose of this LOA is to establish the responsibilities of CAOA and the Host City for the coordination of a successful spring/fall conference at a selected hotel facility capable of hosting such an event.

2. CAOA & HOST CITY RESPONSIBILITIES

A. CAOA RESPONSIBILITIES

1. Approval and execution of contracts as necessary.
2. Provide seed money for deposits and early expenses.
3. Review and approval of budget, agenda, and other relevant items.
4. Provide administrative support as necessary.

B. HOST CITY RESPONSIBILITIES

1. Make recommendation to President on hotel/conference center to host event at.
2. Coordinate and negotiate with hotel for all services and contracts.
3. Prepare and submit budget for approval by President.
4. Programming and scheduling of agenda and speakers.
5. Scheduling of all meeting rooms, handling all arrangements.
6. Obtaining local and corporate member sponsorships.
7. Providing for gift packets, local attraction information.
8. Provide staffing for registration desk and other events as needed.
9. Maintenance of fiscal aspects of conference, including paying bills.
10. Coordination of golf tournament.
11. Prepare and mail registration packets.
12. Provide and produce name badges.
13. Produce conference attendees list.
14. All other things necessary to carry out the conference (and there will be a lot).

3. DISPUTES

The parties agree that in the event of any disputes involving this agreement, that CAOA shall make the final decision(s).

CAOA President Date

Host City Representative Date

APPENDIX B

SAMPLE AGENDA

COLORADO AIRPORT OPERATORS ASSOCIATION

SPRING or FALL CONFERENCE, _____, 200__

| <u>Date/Time</u> | <u>Description</u> | <u>Location</u> |
|------------------------|---|-------------------------|
| <i>Wednesday, DATE</i> | | |
| 9:00 A.M. | Golf Outing/Luncheon <i>Sponsored by:</i> | Golf & Country Club |
| 12:00 - 6:00 P.M. | CAB SIB Grant Hearings | Room Name or Number |
| 4:00 P.M. | CAOA Board Meeting | Room Name or Number |
| 4:00 P.M. | Registration | Conference Center Lobby |
| 6:00 P.M. | Welcome Reception <i>Exhibit Hall-Sponsored by:</i> | Room Name or Number |
| <i>Thursday, DATE</i> | | |
| 7:00 A.M. | Registration | Conference Center Lobby |
| 7:00 A.M. | Continental Breakfast/Exhibit Hall <i>Sponsored by:</i> | Room Name or Number |
| 7:00 A.M. | Legislative Committee Meeting | Room Name or Number |
| 8:00 A.M. - 5:00 P.M. | CAB Grant Hearings | Room Name or Number |
| 8:00 - 8:15 A.M. | Welcome/Opening Remarks <i>Speaker:</i> | Room Name or Number |
| 8:15 - 9:15 A.M. | General Session <i>Speaker:</i> | Room Name or Number |
| 9:15 - 10:15 A.M. | Break w/Exhibitors <i>Sponsored by:</i> | Room Name or Number |
| 10:15 - 11:15 A.M. | General Session <i>Speaker:</i> | Room Name or Number |
| 11:15 - 12:00 Noon | General Session <i>Speaker:</i> | Room Name or Number |
| 12:00 - 1:15 P.M. | Luncheon/Speaker <i>Speaker:</i> <i>Sponsored by:</i> | Room Name or Number |
| 1:30 - 2:30 P.M. | General Session <i>Speaker:</i> | Room Name or Number |
| 2:30 - 3:00 P.M. | Break w/Exhibitors/ | Room Name or Number |

Corporate Forum

Sponsored by:

| | | |
|------------------|--|---------------------|
| 3:00 - 4:00 P.M. | General Session <i>Speaker:</i> | Room Name or Number |
| 6:00 P.M. | Cocktail Reception <i>Sponsored by:</i> | Location |
| 7:00 P.M. | Banquet Dinner <i>Speaker/Activity:</i> <i>Sponsored by:</i> | Location |

Friday, DATE

| | | |
|--------------------|--|---------------------|
| 7:00 A.M. | Continental Breakfast/Exhibit Hall <i>Sponsored by:</i> | Room Name or Number |
| 8:00 - 9:00 A.M. | CAOA General Membership Meeting | Room Name or Number |
| 9:00 - 9:45 A.M. | Break w/Exhibitors <i>Sponsored by:</i> | Room Name or Number |
| 9:45 - 10:45 A.M. | FAA Update | Room Name or Number |
| 10:45 - 11:45 A.M. | CDOT DOA Update | Room Name or Number |
| 12:00 Noon | Conference Adjourns | |

APPENDIX C

SAMPLE REGISTRATION FORM

**COLORADO AIRPORT OPERATORS ASSOCIATION
 SPRING or FALL CONFERENCE
ENTER LOCATION AND DATES**

Full Name: _____ Nickname for Badge: _____

Title: _____ Airport/Company: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

E-Mail: _____ Attending Spouse/Guest Name: _____

REGISTRATION FEES

(check all that apply)

Note: No refunds of registration fees after
ENTER DATE

| | Paid by | Paid after | Amount |
|----------------------|-------------|-------------|--------|
| | DATE | DATE | Due |
| Member Registration* | []\$ _____ | []\$ _____ | |
| Non Member | | | |
| Registration | []\$ _____ | []\$ _____ | |
| Banquet Only | []\$ _____ | | |
| Exhibitor Booth | []\$ _____ | | |
| Golf Outing | []\$ _____ | | |
| Sponsorship** | | | |
| TOTAL DUE | | | _____ |

*Membership must be paid at time of registration to receive member rates.

**Sponsorships can be obtained at \$100.00 or more. Your company will be listed in the agenda and placed in a prominent space at one of the official functions depending upon the sponsorship amount.

MAKE CHECKS PAYABLE TO:
ENTER INFORMATION

Return Payment and form to:

ENTER INFORMATION

Number of persons attending each function:

Welcome Reception: _____ Banquet: _____

HOTEL INFORMATION

ENTER HOTEL INFORMATION
 NAME, ADDRESS, PHONE, FAX, ETC..

RATE

ENTER ROOM RATE(S)
 FOR SINGLE AND DOUBLE OCCUPANCY

Mention the Colorado Airport Operators Association Conference when making reservations.

Cutoff date for rate: ENTER DATE

GOLF OUTING

ENTER DATE, LOCATION, ADDRESS
 PHONE, COST, ETC.

Lunch Included

If you have made arrangements to play with certain players, please indicated their names below:

APPENDIX D

SAMPLE BUDGET

CAOA SPRING or FALL CONFERENCE, LOCATION

BUDGET WORKSHEET

The below sample budget uses actual costs which are equal to budget for example only.

| <u>DESCRIPTION</u> | <u>QTY</u> | <u>UNIT COST</u> | <u>TOTAL</u> | <u>ACTUAL</u> |
|---------------------------------|------------|------------------|------------------|------------------|
| REVENUES | | | | |
| Early Registration - Member | 75 | 155.00 | 11,625.00 | 11,625.00 |
| Late Registration - Member | 5 | 165.00 | 825.00 | 825.00 |
| Early Registration - Non Member | 5 | 175.00 | 875.00 | 875.00 |
| Late Registration - Non Member | 1 | 185.00 | 185.00 | 185.00 |
| Exhibitor Booth | 15 | 100.00 | 1,500.00 | 1,500.00 |
| Golf/Lunch | 25 | 85.00 | 2,125.00 | 2,125.00 |
| Banquet Only | 4 | 35.00 | 140.00 | 140.00 |
| Sponsorships | 4 | 500.00 | 2,000.00 | 2,000.00 |
| TOTAL REVENUES | | | 19,275.00 | 19,275.00 |
| EXPENSES | | | | |
| Golf/Lunch | 25 | 80.00 | 2,000.00 | 2,000.00 |
| Wed. Reception-Bar | 1 | 1,150.00 | 1,150.00 | 1,150.00 |
| Wed. Reception-Food | 1 | 1,000.00 | 1,000.00 | 1,000.00 |
| Thus. Continental Brkfst | 75 | 8.50 | 637.50 | 637.50 |
| Thus. A.M. Break | 75 | 6.85 | 513.75 | 513.75 |
| Thus. Luncheon | 80 | 16.05 | 1,284.00 | 1,284.00 |
| Thus. P.M. Break | 75 | 7.30 | 547.50 | 547.50 |
| Thus. Cocktail Reception | 1 | 1,500.00 | 1,500.00 | 1,500.00 |
| Thus. Dinner Banquet | 100 | 19.00 | 1,900.00 | 1,900.00 |
| Fri. Continental Brkfst. | 50 | 8.50 | 425.00 | 425.00 |
| Fri. A.M. Break | 50 | 6.85 | 342.50 | 342.50 |
| CAOA Board Mtg Refreshments | 1 | 100.00 | 100.00 | 100.00 |
| Audio Visual Equipment Rental | 1 | 250.00 | 250.00 | 250.00 |
| Entertainment | 1 | 1,000.00 | 1,000.00 | 1,000.00 |
| Gifts/Giveaways | 125 | 14.00 | 1,750.00 | 1,750.00 |
| Miscellaneous | 1 | 1,000.00 | 1,000.00 | 1,000.00 |
| SUB-TOTAL | | | 15,400.25 | 15,400.25 |
| CONTINGENCIES (15%) | | | 2,310.04 | 2,310.04 |
| TOTAL EXPENSE | | | 17,710.29 | 17,710.29 |
| BUDGET SURPLUS (DEFICIT) | | | 1,564.71 | 1,564.71 |

