
NATIONAL CONVENTION STEERING COMMITTEE OVERVIEW



AGENDA

- **Goals of this presentation**
 - Introduce the National Contest Steering Committee (NCSC)
 - Highlight the NCSCs relationship with the Eboard and NCC
 - Discuss NCSC membership
 - Review NCSC roles and responsibilities
 - Detail future NCSC resources
 - Identify near-term next steps

NATIONAL CONVENTION STEERING COMMITTEE (NCSC)

- **Purpose:** Provide a continuity resource for the society and membership in support of the National Convention
- **Goal:** Create and maintain an online resource and standardized process that increases convention bids and enables a seamless transition from year to year for clubs hosting the National Convention
- Serve as a mechanism for continuous improvement and capture convention best practices for implementation

RESPONSIBILITIES

- Provide assistance to the IPMS 2nd Vice President in supporting the National Convention
- Act as an accountability agent for member feedback and provide a forum to discuss convention-related items
- Provide an online resource that will provide chapters with a clear guide to planning and executing the National Convention
- Assist prospective bidding clubs in developing their RFP response
- Support the National Convention selection process by evaluating bids and providing a recommendation to the Eboard
- Conduct an annual survey of National Convention attendees to capture feedback
- Ensure National Contest Committee requirements are captured, updated, and satisfied

In the event no one bids for a National Convention, the NCSC will be responsible for planning and executing the annual event

RELATIONSHIP WITH THE NCC AND EBOARD

National Contest Committee

- The NCSC will support the NCC by ensuring that the contest requirements (space, format, and volunteers) are captured and satisfied to enable a successful National Contest
- The NCC is responsible for the National Contest, the NCSC has no authority in relation to the contest
- The NCC does not report to the NCSC, nor does the NCSC report to the NCC; both committees are meant to support each other and report directly to the Eboard
- The NCC will have a permanent member position on the NCSC to enable to open exchange of information to ensure the future success of the National Convention and Contest

Executive Board

- The NCSC reports to the Eboard through the IPMS 2nd Vice President

COMMITTEE MEMBERS

NCSC members are volunteers that have been nominated by the IPMS 2nd Vice President

- Each committee member shall serve for at least one EBoard election cycle and no longer than two cycles, totaling four years (refer to Appendix for detailed Terms of Office)
- Members will represent different functions to support the national convention
- The NCC will provide a representative to ensure contest requirements are captured and satisfied
- The NCSC committee chair will serve as the primary point of contact to the EBoard
- At least one former National Convention show chairman shall serve as a member of the committee

Every member shall facilitate, promote, and encourage the free flow of ideas, comments, and criticisms in support of improving the National Convention

MEMBER COMMITMENT

Each member will attend regularly scheduled committee meetings and on occasion participate in town hall events for the membership. Committee member responsibilities include but are not limited to the following:

- Deliver results on assigned tasks and responsibilities throughout their term of membership
- Meet at least quarterly and record topics and discussions in minutes which will be made available to the Eboard and membership
- Following each National Convention, interview the convention chair and survey attendees to gather feedback and capture best practices
- Maintain and update online convention resources based on their responsibilities

NCSC MEMBERS (APPROVED BY EBOARD 4/22)



John Bonanni



Rob Booth



Len Pilhofer



Mark Persichetti

Additional members will be added to support specific tasks and responsibilities

NEAR-TERM ACTIONS

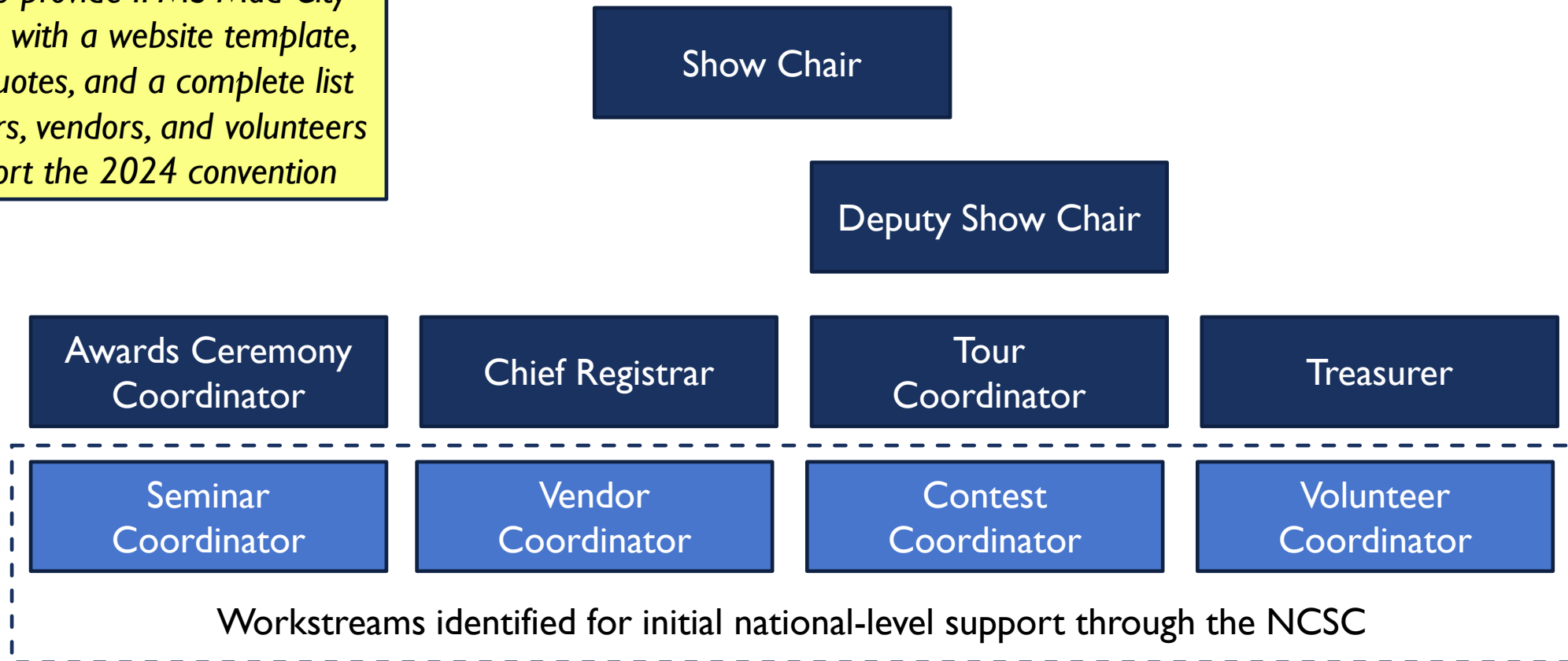
There are several initiatives currently underway by the NCSC and with the support of more committee members we can accelerate and expand them

- **In progress:** Engage Marriott representatives to identify and evaluate nationwide event centers that fulfill convention requirements; we can approach Hilton as well
- **In progress:** Create national-level resource lists (vendors, volunteers, seminar presenters); identified on the next slide
- **In progress:** Create Request for Proposal (RFP) package for future convention bids
- **Not started:** Explore long-term vendors for convention hardware (trophies, t-shirts, pins, coins)
- **Not started:** Establish a boilerplate convention website that can be passed from year to year

What else can help make the National Convention easier, cheaper, and more efficient?

NATIONAL CONVENTION WORKSTREAMS

Goal is to provide IPMS Mad City Modelers with a website template, vendor quotes, and a complete list of seminars, vendors, and volunteers to support the 2024 convention



Although not explicitly assigned a workstream, a community engagement leader is a vital role

NCSC RESOURCES

- **Request for Proposal (RFP):** This document will present a standard format for submitting a bid. Every section of the bid will be detailed and coupled with templates. Additionally, a basic excel model will be offered to support financial analysis.
- **Frequently Asked Questions (FAQ):** This document, attached to the RFP, will address questions often asked by clubs interested in bidding. A comprehensive list, which will grow over time, will cover every aspect of the convention.
- **Best Practices:** Every year the convention chair will be interviewed to capture lessons learned, which will be integrated into the FAQ and RFP to support future conventions.
- **Historical Data:** Comprehensive convention metrics will be made available to address specific requirements and support a future convention forecast.

INTERNATIONAL COLLABORATION

NCSC will increase international collaboration with world-renowned shows

- Held initial conversations with SMC organizers, future meetings planned to discuss World Expo 2022
- Members attended Scale Model World and met with show leaders to discuss convention details; focused on attendee experience, event business case, and future outlook



NEXT STEPS

- Update NCSC Charter to capture updates
- Determine meeting cadence for 2023
- Nominate new members to the Eboard for approval
- Establish roles and responsibilities for committee members
- Assign projects for committee members

QUESTIONS?

Please email us with any questions and/or comments

ipmsusa2ndvp@ipmsusa.org

ipmsusancsc@ipmsusa.org



APPENDIX



NCSC TERMS OF OFFICE

- Each member of the NCSC shall serve a two-year term of office commencing November 1 of an Executive Board election cycle
- Members are volunteers that have been nominated by the IPMS 2nd Vice President
- Any member may serve a maximum of two consecutive terms as a member of the committee, totaling four years of service
- If a member joins during an off-cycle year, the two-term restriction will take effect after they have been officially appointed by the Eboard following an election cycle

CONVENTION MYTH-BUSTING

- **Finance:** Financially, the chapter does not need to worry. The National organization assumes all financial liability for the convention and handles all monies. That means the local host/s do not have to pay any bills/deposits/invoices as they are all paid by the National Office.
- **Liability:** IPMS/USA provides liability and event cancellation insurance to cover the show, so that is taken care of. However, there are some requirements for this insurance.
- **Contracts:** No one in your chapter will sign any contracts with external vendors. That is all handled at the National level.
- **Contest:** You don't need to worry about providing rules, categories, judges or even a model registration system. That's all taken care of by the National Contest Committee.

CONVENTION BIDDING PROCESS

1. **Complete your bid package;** please reach out to the 2nd VP or NCSC at any time for support.
2. **Submit your package;** submit it via email to the 2nd Vice President at least two months before the formal bid session at the convention.
3. **Answer follow-up questions;** the Eboard will conduct a preliminary review of your package, provide feedback, and ask clarifying questions. This will help prepare you for the final presentation.
4. **Prepare your bid presentation;** build a slide presentation based on the submitted RFP. An example will be available from the NSCS. Resource Page.
5. **Present your bid;** The bid presentation session at the convention is relatively informal, but do not assume you can just "wing it". The entire Eboard will be present, and the meeting is open to the membership
6. **Be prepared for the announcement;** at the beginning of the awards ceremony, the winning bid will be announced. If it's you, you'll be asked to come on stage and sign a contract with IPMS awarding you the National Convention. You'll also give an elevator pitch on your show.

CONVENTION BID PACKAGE

- Completed Pre-Convention Request for Proposal Form
- Copies of any unsigned contract(s) for facility usage
- General description/outline of what you intend to do
- Preliminary budget (Excel model will be provided with historical data)
- List of the officers, such as the chairman, treasurer, vendor coordinator, registrar, and contest chairmen and any other key personnel (workstreams provided on following slide)
- Some information about your city (Local attractions, distances to other major cities, etc)

CONVENTION BID PRESENTATION

In this order, you've got to sell:

1. Your club's organization, experience, resources, and commitment
2. Your venue
3. Your budget
4. Your program (speakers, tours, etc.)
5. Your city

CONVENTION SITE LOCATOR SERVICE

- IPMS/USA has linked up with a convention site locator service, Hospitality Performance Network. This service will search out the venues in your city for you, give you a report back on the attributes of each, and help you in any contract negotiations. There is no charge to you for these services. All you need do is contact:

Valerie Roach

Senior Account Executive

Hospitality Performance Network

480-998-9770 EXT: 251

vroach@hpnglobal.com