

The SAFHS Annual Conference

A Guide for the Host Member Society
& Application to Host
June 2015



Page | 1

Many Family History Societies today already have experience of organising fairs, and it is not our intention to attempt to advise on this. If, however, a fair is organised in conjunction with the SAFHS Annual Conference, this leaflet has been designed to advise the host member society of the expectations of SAFHS, with regard to the various elements of the Conference/Fair. With each passing year, the expectations of the Delegates, Standholders, and members of the public rise, and, in order to arrange a successful event for the host society, as well as satisfy the criteria of a successful SAFHS Conference, the following points should be taken into account.

The SAFHS Conference should be given equal prominence to the associated family history fair.

The SAFHS logo should appear prominently on all publicity relating to the event. Please ask for the official logo.

All SAFHS member societies are entitled to a free table at the Conference/Fair. Additional tables, if wished and available, will be paid for by the society.

The SAFHS table, along with that of the host society, should be in a prominent position at the venue.

When planning the programme and catering facilities, it is important to remember that the lunchbreak is the main selling time for the Fair standholders, and also the prime time for Delegates to see the Fair and make purchases. It is therefore wise to allow a long enough lunch break for this to be effective.

Booking forms for tables at the Conference/Fair should be sent to each full member society or group or association of SAFHS, as well as the SAFHS Executive, and there should be a separate Delegate Booking Form for the Conference.

Once a member society has offered to host the SAFHS Conference, a completed and signed checklist should be submitted to the SAFHS Executive, by 18 months prior to the event date. On acceptance of the offer by the SAFHS Executive, the society will receive £200 from SAFHS towards the Conference element only.

In addition, SAFHS will underwrite any loss made in the hosting of the Conference element only, up to £200. An application for this, however, must be received by the SAFHS Executive no later than one calendar month before the event.

The venue for the SAFHS Conference should be on the same premises as the Fair, and should be a lecture theatre or similar, capable of seating a minimum of 100 Delegates. A lectern should be provided for the speakers, as well as suitable audio-visual equipment (Powerpoint projector, screen and microphone), as agreed with speakers in advance.

The host society should decide whether to have a specialised theme, or a theme based on the history of their area.

The host society should appoint a person to act specifically as the Conference Secretary, to handle Delegate bookings and correspondence. It may be advisable to open a separate bank account for this purpose. It is also advisable that the person appointed remains in post for the 2 years leading to the event, for continuity purposes.

It is the responsibility of the host society to book and pay for speakers for the SAFHS Conference, having agreed fees and expenses beforehand.

Provision of lunches for Delegates will be at the discretion of the host society, and will be dependent on the venue chosen, but it has now come to be expected that this will be the case, and should be considered as part of the package offered by the chosen venue. The same applies to supplying tea and coffee during registration, which, although not necessary, is always very welcome.

Publicity for the Conference/Fair is the responsibility of the host society. The SAFHS webmaster should be kept up to date on details for the event, as, inevitably, the public will consult the SAFHS website for details and booking forms. It is crucial for the success of the Fair element that the public is made aware of the event and all its options.

The host society should ensure that there is a registration table for Conference Delegates to register and collect their delegate packs, badges, etc.

A Civic Reception, or evening reception, while not necessary, and not always possible, has become an optional part of the event, and should be considered, as it adds a special occasion element to the weekend.

There should be a Conference Opening Ceremony. It is also traditional for the SAFHS Chairman to close the Conference, but this is not a condition of hosting.

After the last talk, the host society for the next year should be given the opportunity to present their venue and programme for the following year.

It is hoped that this leaflet will help hosts in their decision to offer to host the SAFHS Conference. The SAFHS Executive will be happy to assist with any further queries you may have.

The application checklist follows.

SAFHS Conference Date:

Host Society:

Contact:

Tel: **Email:**

1 VENUE

Name/Address:

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Website:

Ample Parking **YES/NO** **(give brief details)**

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Free wi-fi throughout **YES/NO**

Accessible by Road **YES/NO**

Accessible by Rail **YES/NO**

Accessible by Bus **YES/NO**

Disabled-friendly **YES/NO**

2 CONFERENCE

Theatre Style **YES/NO**

If NO, give details:

Capacity/Delegates *min of up to 100 is recommended*

Number of speakers

PPt Projector/Screen **YES/NO**

Microphones **YES/NO**

Lunch included **YES/NO** **If NO, catering available in venue? YES/NO**

If NO to both, what are the arrangements for lunchtime

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Delegate Cost pp

Theme/title:

3 FAIR

Accommodation (brief description)

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Capacity **tables**

Setting up arrangements

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Access time on day

Fair opening hours

Tea/coffee for s/holders YES/NO

Catering available YES/NO

Electric points to stands YES/NO please give details:

2 chairs per table YES/NO

SAFHS member socs to be invited and sent a booking form YES/NO

Commercial standholders to be invited to take a stand? YES/NO

4 PUBLICITY

Please give a brief description of publicity arrangements to attract both Delegates and the public

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5 EVENING RECEPTION YES/NO

Signed:(Conf Sec) **Signed:**(Chair)

Name: **Name:**

on behalf of:

Date:

Any further details

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