Policies, Practices, Procedures for

Hosting an INSNA Conference

such as Sunbelt

Proposed: April 29, 2019

INSNA is incorporated in Delaware and has a Federal Tax ID #: 04-3335856 and has a non-profit tax-exempt status.

This document is intended to be a resource for INSNA and the Sunbelt Organizing Committee who will host the annual INSNA "Sunbelt" meeting.

INTRODUCTION

Outlined are the policies and procedures as well as background documentation for hosting the annual Sunbelt Conference for the International Network for Social Network Analysis (INSNA).   It documents policies, practices, procedures, as well as, estimated expenses.

This document is organized around the following themes:

> Submitting a Bid
> Conference Website
> The Program – its organization and function
> Keynote Speaker
> Workshops
> Hotel negotiations and expenses
> Financing and Registration Fees

SUBMITTING A BID

Individuals or groups interested in hosting the INSNA Sunbelt may do so by submitting a proposal at least 2 years prior to the year they wish to host the meeting. A proposal which indicates the organizers, dates, hotel, and any special circumstances for the meeting will be submitted to the INSNA president and Board who will approve the proposal and provide feedback to the prospective host. See Bid Procedures.

Once a site and group are selected to host the meeting, the organizing committee will provide the following information to the INSNA Staff so the website can be created:

- Information on the city location dates for the meeting
- Instructions on how to and link to submit abstracts
- Paper/Poster Specs/Requirements
- Keynote speaker (if available)
- Contact information for the hosts

CONFERENCE WEBSITE

The Conference website will be created by the INSNA Staff on the INSNA website. All income for the Sunbelt Conference will be processed through the registration site and deposited into the INSNA account. The local organizing committee will provide the INSNA Staff the following information to create the website:
1. Conference logo
2. Preliminary conference program

3. Workshop Schedule
4. Link for abstract submission
5. Hotel information
6. Ground transportation information
7. Sponsor logos
8. Post-Conference – Final program and Abstract book in pdf format

Registration fees will be obtained from the final approved budget.

THE PROGRAM

The call for abstracts should be sent 6 months prior to the meeting date. The information for the call is sent to the INSNA Staff and an email blast is sent to the membership. The organizers will be responsible for reviewing the abstracts and developing a schedule for the conference. The schedule typically includes 8-9 concurrent sessions, with 20 minutes allocated for paper presentations. The conference is usually organized into 4 session-blocks per day: 8:00 – 10:40; 11:00 – 12:40; 2:00 – 3:40; 4:00 – 5:30, with coffee breaks scheduled at 10:40 and 3:40. Some session-blocks such as methods may span multiple time slots and days. All of this is up to the organizer's discretion. Examples of past programs can be found on the INSNA website: www.insna.org

The printed program typically contains the following sections:

1. Cover page with logo (color)
2. Inside cover: Sponsors page (color)
3. Map of hotel meeting space designating meeting room names. This is typically secured from the hotel.
4. Conference program at a glance. This is a summary of the conference sessions for easy referral.
5. Workshop schedule
6. Conference program listing the papers and authors and locations.
7. List of attendees and their contact information.
8. List of past keynote speakers and conference organizers. A current list is included at the end of this document.
9. Index

Organizers may sell advertisements to be included in the program. These would go at the end of the program. Current fee schedule for advertisements is $500 for a half page ad; $750 for a full page one.

Other sponsorships can include coffee break sponsorships, an exhibit table next to the main coffee break area for the sponsor. These sponsors were also thanked in the program on the sponsors pages at the front/back of the program (full color).

KEYNOTE SPEAKER

The organizing hosts select a keynote speaker and present their choice to the INSNA president and board before the end of the year prior's Sunbelt conference. The board must approve the keynote speaker before the choice can be announced. The individual should be a senior scholar in the field of network analysis that has made lasting contributions to the theory and science of social network analysis. It is also customary to have locally-relevant speakers, e.g., a European scholar keynote the meetings in Europe, and an American scholar of US meetings but this is not a rule.

The conference pays the speaker's travel to and from the conference and provides a room for the entire conference with an optional extra day pre and post-conference, preferably a VIP room, at the conference. We encourage the keynote speaker to be in attendance for most of the meeting. It is also important that someone be assigned to be sure the speaker is comfortable during the meeting, attending to his/her needs. The organizers should select someone of some stature and connection to the keynote speaker to introduce the speaker, being sure to emphasize the important contributions the speaker has made to the field.

PLENARY Presentations

We have not generally had plenary sessions other than the keynote and the Freeman presentation, though this is not prohibited.

We should probably plan to record at least the keynote and Freeman presentation.

KEYNOTE EVENING
The traditional schedule is a welcome from the organizers, a welcome from the INSNA president, the giving of awards (also by the INSNA president), the introduction to the keynote (by a prominent person associated with the keynote speaker), the keynote, and then the banquet.

CONFERENCE WORKSHOP ORGANIZERS

Anyone is free to host a workshop pending approval by the conference organizers. The workshops are typically allotted a 3-hour time slot and it is not unusual for some to be give 2 consecutive 3-hour windows. A frequent schedule has been to hold workshop on Monday afternoon, Tuesday all day, and Wednesday in the morning, but this is up to the conference organizer. The current fee schedule is $50 for a 3-hour workshop ($30 for students). These fees may be changed to accommodate the budget. The organizers will arrange the meeting space and audio-visual technical support (projector and screen) for the workshops. As an honorarium, workshop instructors will receive 50% of the net receipts from their workshop after expenses. The balance of the workshop fee goes back to INSNA. A speaker agreement should be signed by each workshop presenter and a W9 is required for all US based presenters. This agreement can be obtained from INSNA staff.

THE HOTEL

Negotiating the terms and conditions for the conference with the hotel is one of the most difficult aspects of organizing the Sunbelt meeting. Should the organizing committee request help with the

contract negotiation, they can request help from the INSNA staff with approval from the Board. All contracts must be approved and signed by the INSNA president.

The INSNA Staff will provide a pace report for both the conference and the hotel. A pace report provides the number of attendees registered for the conference each week by attendee type. The Hotel pace report provides the total rooms picked up by day at the hotel(s). The hotel pace report should be used in securing the room block as it provides a history of the number of rooms picked up at the contracted hotel. It is important not to over contract rooms which could result in the INSNA paying attrition.

Complimentary rooms negotiated in the contract will go to: (1) keynote speaker (put in a VIP suite), (2) conference organizers, (3) hospitality suite (see below), (4) rooms for conference volunteers (typically graduate students, 1 room for males 1 for females).

Hospitality Suite. It is important to secure a Hospitality Suite during negotiations. This is typically the parlor area of a suite which will allow you to bring in your own alcohol and no bartender is needed. Should you use a hotel meeting room you will be required to use the hotel bartender and pay hotel prices for the drinks. Using a hotel meeting room is not recommended as it could result in substantially higher cost.

The Hospitality Suite is hosted by the local organizing committee, is available to all attendees and is open from 9:00pm-Midnight each night of the conference. It has been the Sunbelt tradition to supply this room with alcohol, soft drinks, and snacks. These items are purchased by the local organizing committee and the expenses are included in the Sunbelt budget. The individual purchasing the items will complete an INSNA Reimbursement form, attach all receipts and submit to INSNA Staff. Note -it may be necessary to restock the mid-way through the week.

Conference meeting rooms. The meeting rooms can be contracted with a local hotel, University or other venue. Meeting space at a hotel can typically be contracted on a complimentary basis, based on Food and Beverage and sleeping rooms contracted with the hotel. Currently, we expect about 800 attendees.

A typical schedule consists of: Scientific Sessions - 4 days: Wednesday afternoon, Thursday, Friday, Saturday, and Sunday morning. Workshops - scheduled for Wednesdays. With at least 400 papers to schedule, this will require 5-6 concurrent sessions. It is critical to secure at least 6 meeting rooms holding an average 30-50 people. **It is important that the people working with the hotel coordinate with the scientific program so that rooms can be scheduled appropriately.** Typically meeting rooms will vary in size so every effort should be made to schedule the more popular speakers in the larger rooms.

Banquet: It is customary to have the keynote speaker deliver his/her address on Thursday night followed by a banquet. Conference participants register for the banquet at the same time they register for the conference. This is an additional fee and attendees can register to bring a guest. Prices should be set high enough to make some money on the event. Handling alcohol is always an issue. Some conferences have offered unlimited wine with the banquet. Others have given attendees two drinks tickets, with the option of visiting the cash bar for more.

Banquet formats should be discussed with INSNA. For example, if instead of a sit-down dinner you plan to have just hors d'oeuvres, you want to make sure INSNA approves this.

Between the keynote and the banquet we typically offer a cash bar.

Be sure to reserve a table for the keynote speaker and conference hosts. The cost of the banquet should be kept low enough to encourage students to attend, but still provide a decent meal. Average cost of the banquet meal will run $110 -$120. Additionally, AV equipment is needed for the banquet if you are going to have a speaker or any other entertainment.

Coffee Breaks. There will be coffee and tea breaks in the morning and afternoon. These should be included in the budget and scheduled accordingly: morning break (10:20-10:30 am) and during the afternoon break (15:30-15:40)

Additional Food/Entertainment Costs

- We have often scheduled a poster session on Friday night, together with a cash bar
- Board Meeting on Friday - Room set-up in U- shape for board members (approx. 15 people) – Lunch is served during the meeting usually a plated hot meal served in a boardroom during meeting. AV may be needed. Check with INSNA Staff to confirm.
- Annual Business Meeting held on Saturday. Sign-up for the meeting will be added to the registration form. A box lunch is typically served to those attending the business meeting.

REGISTRATION

Adequate preparation and staffing of the registration desk is essential to a well-run conference. Having a smooth system to allow people to check and register on site is important. The registrants will receive:

1. The program
2. Some local entertainment/dining information
3. Badge – Provided by INSNA staff
4. A pen and a pad of paper (optional)

The organizing committee is responsible to schedule volunteers to run the registration desk.   There should be someone at the registration desk at all times since conference attendees will come to this desk for information requests and conference emergencies. There will be a big press of people wanting to get their badge the mornings of Tuesday and Wednesday as people arrive at these times to attend the workshops they have registered for. So be prepared. Note: For liability reasons only INSNA staff can handle outstanding conference receivables and on-site registrations.

BADGES

Conference organizers frequently make the names too small to read. Please make them as large as possible! Also, while it is convenient to put other information like wifi passwords. Badges will be created by the INSNA Staff and supplied to the conference organizers.

AUDIO VISUAL SUPPORT
Standard AV for the event will consist of the following equipment: laptops, projectors, screens, remote slide advancers for each break-out room; screens, audio, lighting, sound, backdrop (pole & drape) for the Keynote. Be sure to include a good quality videotaping of the keynote speaker in your request.

Every meeting room needs to have an LCD projector, laptop, and screen, plus internet connection for all attendees in the break out room; screen, mic, and video-taping for keynote. Be sure to include in your budget power cords for every attendee of the workshops. Additionally, we included slide advancers in each break-out room. Price will vary based on the location.

It should be noted in the hotel contract that INSNA can use an outside company for AV rental at no additional fee to the Association. An RFP should go out for the AV company to get the most competitive rate. The INSNA staff can aid in receiving competitive bids for the AV equipment.

FINANCING AND PRICING

Overall expenses to be contracted will include meeting rooms, banquet, food, AV equipment. To be clear, conference organizers do not keep any profits –ALL profits from the conference go to INSNA. It is expected that organizers will set prices high enough so that the revenues cover all conference expenses plus a profit. Ideally, the profit should be in the range of 25%-30%, and should never fall below 10%. INSNA depends on conference revenues for its existence. If using a local University for the meeting space, a flat rate should be negotiated for the meeting room rental. The Organizing Committee should work in conjunction with the INSNA staff and the INSNA treasurer in preparing the budget. The final budget is approved by the INSNA president and treasurer.

Registration fees for non-INSNA members should be set higher than the membership fee to encourage non-members to join. This means setting the registration cost for non-INSNA members higher than the cost of membership. For example, currently regular INSNA membership is $200. So, if the conference registration cost is $350 for members, the price for non-members must be greater than $600.

Sunbelt Budget - See budget template
There is a separate Excel sheet that serves as a budget template for all conference bids.

Registration fees. The conference registration fee is designed to cover meeting expenses and automatically register one for membership in INSNA. The fee varies depending on when one registers with lower fees for those who register early. An example:

Registration

Item	#s	Unit price	Income
Registration - Early			
Member	53	$350.00	$18,550.00

Based on "Anatomy of a Sunbelt" by Becca Davis & Tom Valente

Non-Member	12	$650.00	$7,800.00
Students	13	$125.00	$1,625.00
Student Non-Member	5	275.00	
Registration - Regular			
Member	201	$400.00	$80,400.00
Non-Member	125	$690.00	$86,250.00
Students	216	$150.00	$32,400.00
Students Non-Member	50	$300.00	$15,000.00
Registration - Late			
Member	47	$435.00	$20,445.00
Non-Member	34	$720.00	$24,480.00
Students	47	$175.00	$8,225.00
Students Non-Member	10	$325.00	$3,250.00
Registration fee subtotal	*813*		*$298,425.00*
Avg. registration fee			*$367.07*

CONFERENCE EXPENSES
All invoices must be turned into the INSNA staff for payment.

Appendix A: Past INSNA "Sunbelt" Keynote Speakers

Year	Sunbelt	Location	Keynote
1981	Sunbelt I	Tampa	none
1982	Sunbelt II	Tampa	John Barnes
1983	Sunbelt III	San Diego	James Coleman
1984	Sunbelt IV	Phoenix	Harrison White
1985	Sunbelt V	Palm Beach	Linton Freeman
1986	Sunbelt VI	Santa Barbara	J. Clyde Mitchell
1987	Sunbelt VII	Clearwater	Everett Rogers
1988	Sunbelt VIII	San Diego	Charles Kadushin
1989	Sunbelt IX	Tampa	Frank Harary
1990	Sunbelt X	San Diego	Mark Granovetter
1991	Sunbelt XI	Tampa	James Davis
1992	Sunbelt XII	San Diego	Peter Blau
1993	Sunbelt XIII	Tampa	A. Kimball Romney
1994	Sunbelt XIV	New Orleans	Barry Wellman
1995	Sunbelt XV	London	Patrick Doreian
1996	Sunbelt XVI	Charleston	Bonnie Erickson
1997	Sunbelt XVII	San Diego	Russell Bernard & Peter Killworth
1998	Sunbelt XVIII	Sitges	Rolf Ziegler (sick, replaced by Steve Borgatti)
1999	Sunbelt XIX	Charleston	Nan Lin
2000	Sunbelt XX	Vancouver	Linton Freeman
2001	Sunbelt XXI	Budapest	Martin Everett
2002	Sunbelt XXII	New Orleans	Philippa Pattison
2003	Sunbelt XXIII	Cancun	Alvin Wolfe

2004	Sunbelt XXIV	Portoroz, 2004	Frans Stokman
2005	Sunbelt XXV	Redondo Beach	Ronald Breiger
2006	Sunbelt XXVI	Vancouver, 2006	Edward Laumann
2007	Sunbelt XXVII	Greece, 2007	Batagelj and Ferligoj
2008	Sunbelt XXVIII	St. Pete Beach, 2008	Steve Borgatti
2009	Sunbelt XXIX	San Diego	Phil Bonachich
2010	Sunbelt XXX	Riva del Garda	Tom Snijders
2011	Sunbelt XXXI	St. Pete Beach	Kathleen Carly
2012	Sunbelt XXXII	Redondo Beach	David Krackhardt
2013	Sunbelt XXXIII	Hamburg	John Padgett
2014	Sunbelt XXXIV	St. Pete Beach	Jeff Johnson
2015	Sunbelt XXXV	Brighton	Tom Valente
2016	Sunbelt XXXVI	Newport Beach	Garry Robins
2017	Sunbelt XXXVII	Beijing	Ron Burt
2018	Sunbelt XXXVIII	Utrecht	Emmanuel Lazega
2019	Sunbelt XXXIV	Montreal	Katherine Faust
2020	Sunbelt XL	Virtual	Claire Bidart, Alain Degenne, Michel Grossetti

Appendix B: Hospitality Suite - Recommended stock based on previous conferences

Red Wine (bottles)	26
White Wine (bottles)	24
Beer (12 packs)	26
Scotch (1.75) (JWR)	6
Gin (Tanqueray)	6
Vodka (Sky)	10
Jack Daniels	5
Tequila (Jose Cuervo)	1
Napkins (20 ct)	200
Cheese platters	4
Club soda	15
Tonic	15
Ginger ale	6
Cranberry	4
Coke (2 ltr)	6
Coke Zero (2 ltr)	2
Diet Coke (1 ltr)	8
OJ (gallon)	2
Pretzels	4
Cookies	4
Limes (bag)	2
Lemons (bag)	2
Cups 10 oz (100 ct)	5
Cups 6 oz (100 ct)	4

Ice (#s)	300
Plastic Bowls (Large)	3
Trashbags	25