***MASC Conference Bid Information – Virtual Host***

MASC is covering all contingency plans knowing that there is a strong possibility that our Legislative Session and Convention may have to be virtual. Many school systems will not allow “out of county” field trips and MASC wants to be inclusive of all Maryland schools. MASC hopes that we will be able to conduct the Legislative Session in person. The big question concerning the Convention is the “overnight” aspect and if we can have four students in one room. Any less per room and the cost of the event becomes very expensive as food costs have also risen. So, in contingency planning, we are also planning for virtual conferences: Fall Leadership Conference (Saturday, November 20), Legislative Session (Saturday, February 12, 2022), and the Convention, if virtual, would need to be Friday evening - Saturday, March 25-26, 2022.

***Host Responsibilities***

The host will be responsible for:

• creating and facilitating activities for the morning check-in (the check-in time before the conference convenes and attendees are signing in - anywhere from 15 minutes to half an hour or so).

• “thoughtful moment” breaks – breaks during the conference for water, restroom, etc., when participants can watch pre-recorded one-to-two-minute video clips around a specific topic – topics to be determined during planning

• topics and facilitators for lunch chats (a wide variety of topics utilizing breakout rooms where participants can drop in and out during lunch)

• additional ice-breakers/team building/networking activities throughout the day

• dismissal at the end of the day (“thank you for coming” type of message, etc.)

***Conference Planning:***

The MASC leadership team (officers, appointed department directors, chief of staff, student workshop coordinators, and executive directors) begin planning the conference about two to three months before the event. MASC is responsible for all of the program aspects of the conference. The MASC leadership team will also meet with the host leadership team via conference call to help brainstorm ideas about the host responsibilities. The committee will also work together to incorporate the MASC yearly theme into the conference program.

***Responsibilities of MASC:***

• The MASC Registrar will conduct the registration process, and handle all registration materials, financial management, and data management. MASC is also responsible for preparing items for the conference booklet, planning all workshops and programs, selecting student workshop presenters, and planning and executing any training required.

All registration fees are kept in a separate account maintained by MASC in conjunction with the hosts and all expenses (including training) are to be paid from that account. MASC must pre-approve any expenditures for the host (as no expenses are expected). The host is responsible for submitting all approved expenses/receipts, indicating the payee and address for mailing a reimbursement check.

The host advisor (no more than two) and the student conference host (no more than two) will receive a free registration. Other students from the host school/region with specific responsibilities (i.e. lunch chat hosts, pre-recording videos, etc.) will receive the discounted student workshop presenter registration fee (no more than 15 students). If there is a surplus after all conference expenses have been covered (mainly the virtual platform and professional IT), the virtual host will earn ten percent of the proceeds. The host is responsible for submitting a final conference report, including expenses, indicating the payee and address for mailing a reimbursement check.

***Conference Bid:***

Schools/regions interested in hosting a virtual conference may submit a bid proposal to MASC starting immediately. The bid (may be in the form of a letter) should include the following:

• School\*/Region and names of the Advisor(s) *(\*If a school, a letter of support from the school principal.)*

• List which conference(s) you would want to host if virtual

• Any anticipated expenses (as stated previously, MASC is not expecting the host to have any expenses)

• Any unique ideas the host may have concerning their responsibilities

*For more information or to express interest in submitting a bid,*

*contact* *Nicete.Moodie@mdstudentcouncils.org* *or* *Karen.Crawford@mdstudentcouncils.org*