Conference Services Update
Need to revamp conference handling at SLAC

- No guidelines on how conferences should be handled leads to lack of uniformity, consistency
- No way to plan for number of conferences to be handled centrally each year – lack of guidelines does not allow for proper planning
- Many hidden costs (Web team’s time, finance time, volunteers, etc)
- Frustration with conference websites

Need policy and procedures to handle conferences in consistent, sustainable manner
Stanford brings expertise to the table

• Professional conference services on campus with 13 full-time conference organizers
• Handle more than 300 conferences a year
• Full scope of services, include web registration pages
• Able to meet DOE financial/reporting requirements
• Strong contacts with local hotels/vendors etc. – an advantage for service/cost
Policy needed to ensure consistency

- Policy would define conferences at SLAC as:
  - Any event, single or multi-day, that takes in a registration fee AND/OR requires the creation of a registration website
  - Would NOT include events such as Lehman reviews
- Any conference with a financial component to go through OCFO. Budget then approved by OCFO (same as today).
- Conference organizer referred to Stanford coordinator for creation of conference plan and budget.
- Policy would require that certain finance-related tasks related to ALL conferences at SLAC be handled by Stanford (budget, website, registration, events requiring contractual obligations, transportation organization, etc.) Other logistical aspects of event can be handled at SLAC by organizers.
- Conferences with financial component would have to go through Stanford for websites. All other conferences can use own webmasters if they prefer.
- Policy currently being developed and will be shared with customers for input.

Policy would allow for centralization, consistency and professionalism on most important aspects, while allowing for flexibility.
Current state and future plans

• Stanford on short-term contract to handle 5 conferences this FY, including Statistical Issues in Searches and SSI
• Long-term agreement being finalized; blanket order to be in place by August
• Costs for FY13 to be covered by OCFO
• Suzette Escobar, from Stanford Conferences, is the dedicated meeting planner for SLAC and works out of the Budget Office ~3 days/week; other planners are also available when needed
• Stanford developing a new registration/website tool for SLAC conferences