



Children of Deaf Adults, Incorporated

Conference Manual

Updated: July 2020

Table of Contents

| | |
|---|----|
| INTRODUCTION | 2 |
| BIDDING TO HOST AN ANNUAL CONFERENCE | 2 |
| ORGANIZATIONAL INFORMATION | 4 |
| CONFERENCE PLANNING TIMELINE | 6 |
| CONFERENCE COMMITTEE | 11 |
| BUDGET | 13 |
| AUCTIONS | 16 |
| REGISTRATION | 18 |
| HOTEL | 21 |
| PROGRAM | 24 |
| MARKETING & PUBLICATIONS | 32 |
| VOLUNTEERS | 35 |
| APPENDIX OF LINKS (listed alphabetically) | 36 |

INTRODUCTION

If you are reading this document, we can only assume that you and Codas around you are interested in coming together to invite Codas worldwide to your part of the world. This manual will provide a foundation for planning a CODA International annual conference from start to finish. As all aspects of a lively, membership-driven organisation there are continuous changes, and with these changes, this manual will also change.

BIDDING TO HOST AN ANNUAL CONFERENCE

Bidding Process

Conferences are formally proposed to the Board at the annual face-to-face meeting two years prior to the proposed conference. Bids are collected 90 days prior to the meeting. Representatives are encouraged to present bids during the Board meeting to address any possible questions or concerns brought from the Board.

Although not set in stone, this organisation often aims to roam, choosing conference locations that are far stretched from the previous year's locale. The last several years' location echoes the movement of the conferences, as seen below:

- 2015 UK (Reading, England)
- 2016 USA (Austin, TX)
- 2017 CN (Vancouver, Canada)
- 2018 USA (Providence, RI)
- 2019 FR (Paris, France)
- 2021 USA (San Diego, CA)

For a full list of conference locations and more details about the individual conferences [click here](#). All motivated groups of Codas that are able to host a conference, with respect to the specifications set in this manual, are encouraged to consider bidding as a host site/group for the annual international gathering.

Proposed Bid

(This section shows a hypothetical bid to host a conference.)

An organized group of Codas somewhere in the world wishes to host the 2030 CODA International conference. The group would first review this manual and any supporting

documents and decide if the conference would be successful in that area of the world - drawing many attendees while remaining financially reasonable and posing a limited liability for the organisation. If the group sees potential successes in hosting the conference after this initial review, they are then expected to submit a formal written bid, using official bid documents, to the Board by the date set out in the Call for Bids email, generally, two years prior to the year sought to host.

The Coda group would then be invited to present the bid to the Board of CODA International in a Face-to-Face meeting at the current year's conference. If the local group is unable to attend the meeting in person, representatives are welcome to present virtually via video conferencing equipment, telephonically, or by proxy. At the time of the presentation, the group is expected to include the recommended information provided in this section of the manual or requested by the Board. If any information is lacking, the Board will notify the bidder.

Once all bids for the conference have been heard, the Board will privately convene and determine which bid will be chosen to host the next CODA International conference. The representatives for each bid will be notified of the decision in-person or via email and will be asked to refrain from sharing the decision outside the meeting until the official announcement at the CODA International Business Meeting that takes place with the membership during the conference, following the Face-to-Face Board Meeting.

The Conference Bid Documents are [available here](#).

Bid Contents

A bid for hosting conference should be submitted on the official Bid Submission Form which will include:

- Location Information - transportation accessibility (around town & to nearest International Airport), population size, disclosure of any possible location/travel concerns for consideration (i.e. Any recent travel advisory warnings).
- Hotel/Lodging Possibilities - Preference for branded hotels, location proximity to the airport (no more than 35 miles/56km), capacity for our group of at least 350 registrants, ballroom, hospital room and breakout rooms (9-10 recommended so breakout groups will remain manageable in size). Conference and lodging should be under one roof. An online booking option with a 30-day cut-off is required. Proposed quotes from different possible sites must include room rates & food expenses per individual. See the link below for a Hotel Bid Document for assistance with these specifications.

- Pre & Post Conference Event Possibilities for Attendees - These events are not required but have become customary. Social outings could include, short trips/tours, and functions with the local Deaf and Coda communities. It is also possible to host pre- or post-professional development workshops for related professions. Such workshops are subject to CODA International approval and must include a written agreement between the provider, the local conference committee, and the CODA International Board.
- Conference Theme & Logo – Design a visual logo and a catchy theme for marketing purposes. This is not necessary for the bid, but will be needed if your bid is selected.
- Conference Committee (CC) - There are to be a minimum of 2 (two) conference co-chairs and all local committee members will be required to be CODA International Members. Only 7 (seven) committee members, including the 2 (two) co-chairs, are eligible for full conference registration waivers. If there are additional committee members, their registration waivers must be covered with raised funds.
- Additional Information that would be important for the Board to be aware in consideration of the bid including evidence of Deaf and Coda community support (example: Letter of recommendation or video messages from representatives shared with the Board)
- The hotel bid document will help guide hotel selection.
- The Bid Submission Form must be provided when bidding.

The Conference Bid Documents are [available here](#).

ORGANIZATIONAL INFORMATION

Structure and Roles:

This section includes information regarding the mission and purpose of CODA International, who to contact for various logistical aspects of the conference, and the roles and responsibilities of the Board for the annual conference.

Vision Statement:

Connecting Codas around the World

Mission Statement:

CODA (Children of Deaf Adults Inc.) celebrates the unique heritage and multicultural identities of adult hearing individuals with deaf parent(s).

Statement of Purpose:

CODA (Children of Deaf Adults Inc.) strives to achieve this mission via conference, retreats, publications, scholarships, resource development, and fundraising to enrich the experience of Codas worldwide.

Board of Representatives:

A Board member will be assigned as liaison to the CC. This Board Liaison (BL) will be the primary conduit between the CC and the Board. The initial responsibility of the Board will be the hiring of an Event Manager (EM) who will be responsible to work with the Conference Committee on the logistics and operations of the conference. A detailed list of the EM's duties is listed below. Furthermore, the Board will convene a Fundraising Committee that will work with the Conference Committee on the fundraising goals and activities related to the conference. The Board may undertake additional duties as needed.

Conference Committee (CC):

Conference Committee - this committee will be created after a bid is selected and will oversee a specific annual conference. The committee will consist of two co-chairs and a maximum of 5 additional members. The co-chairs will give updates to the Board of Directors on a monthly basis & work with the EM as necessary. The committee should establish a meeting schedule that is in line with what is outlined in this Conference Manual and best practices.

The focus of this committee will be:

- develop the educational and social programs for the conference
- develop an entertainment schedule for the conference
- ensure budgets are established & managed in consultation with the EM
- develop a marketing plan for the conference, including social media
- ensure event signage is designed and printed
- develop a volunteer staff & recruitment plan in consultation with the EM
- arrange pre- & post-conference events, if any, and subject to Board approval
- oversee the design and publication of the event program and yearbook
- support auction coordinator

Event Manager:

The duties of the EM are listed here and are subject to change at the discretion of the CODA International Board.

- Assist in the conference hotel selection & contract process including necessary A/V and IT needs
- Secure photography and videography services (either hire or volunteer).
- Attend all Meetings
- Secure all necessary event space and services for each conference
- Work with hotel on Banquet Event Order (BEO) and ensure there is proper staffing
- Manage the attendee registration process and timely reporting on sales
- Manage the onsite registration desk
- Manage the Event Budget working with the CC
- Identify potential revenue streams working with the Fundraising Committee
- Maintain necessary E&O insurance with CODA International as a named insured.

Fundraising Committee:

The Fundraising Committee (FC) will be responsible for raising the necessary funds and submitting timely progress reports to the Treasurer. Historically CODA has relied on between \$10,000 and \$20,000 in fundraising for each conference based on the conference budget.

The CC and the Board may be called upon to assist with fundraising efforts:

- selects and supervises Auction Coordinator
- Auction Coordinator organizes both live and silent auction activities. CC provides logistical support.

Publications Committee:

In addition to all non-conference duties, the Publications Committee (PC) is responsible for the following:

- develop conference-specific brand & style guide standards
- create guidelines for conference programs
- create guidelines for conference signage
- develop or review templates for committees to use for emailing
- ensure timely review

CONFERENCE PLANNING TIMELINE

Recommended Timelines:

(Note that detailed information about all conference activities is provided later in this manual.)

- Bid Submitted - During the "Call for Bids" from the Board of Directors

Bid Accepted - 2 Years Prior

- Hotel Contract - As soon as possible after bid acceptance in consultation with EM, draft and submit to CODA International Board for approval.
- Initial Planning Phase
- Delegate committee assignments.
- Budget and Fundraising goals established and plans developed in consultation between EM, CC, BL, and CODA Treasurer.
- Budget draft (template provided by CODA International) completed by EM in consultation with the CC and submitted to the Board for
- review, revisions, and/or approval.
- CC finalizes theme & Logo (use Open Source or Creative Commons material); submit for PC approval.
- Kickoff Meeting (online) with the EM, CC, BL and FC.

1-Year Prior to Conference

- Letterhead created by CC and Fundraising sponsorship letters drafted by FC and submitted to the PC for approval. [Click here](#) for examples.
- FC to commence fundraising efforts after the conclusion of the current year CODA Conference
- CC to create promotional materials (giveaways to distribute at the year prior conference and make available online) Videos, handouts, save-the-date items are all subject to PC approval and paid for as listed in the approved budget.
- Optional Events outside of conference organized by CC:
 - Pre-Conference Personal/Professional Development Workshop(s). All organizing efforts such as registration should be undertaken by the presenters except for marketing which will be assisted by the CC. Presenters will create their own marketing flyers subject to review and approval by the CC. Registration for each event(s) is conducted by trainers. A contract must be executed between the CC and the presenter(s) subject to review by the CODA BL. [Click here](#) for an example.
 - Pre-/Post-Conference Social Activity (pending budget approval by the CODA Board) selects vendors and executes contracts, if needed, by the Board.
- Prepare registration information including:
 - EM prepares rates (early bird, regular, late)
 - CC arranges design and purchase of merchandise:
 - Explore using an online vendor for merchandise
 - Explore merchandise to sell through registration

- EM prepares Call for Volunteers in conjunction with CC (see Volunteer section for more information)
- EM collaborates on website design - working with CODA International webmaster
- EM designs registration form
- EM designs hotel registration information including online link
- Program-related:
 - CC selects Keynote and Endnote speakers with Board Liaison input
 - CC submits advertisement for current year conference for publication in Program Book pending PC approval

9 months Prior to Conference

- FC organizes ongoing fundraising
- CC develops and launches social media efforts
- EM launches hotel reservation portal
- EM launches conference registration (online only-includes pre-/post activities, merchandise (if selling))
- CC conducts onsite meeting
- EM and CC draft call letter solicitations including forms & submit to the PC. Each solicitation should include an email, letter, and response form. Using a letter tracker is helpful.
- [Click here](#) for examples.
 - Call for Volunteers
 - Call for Interpreters
 - Call for Auction Items
 - Call for Presenters
 - Call for Sponsors
 - Call for Entertainers

6 months Prior to Conference

- FC conducts ongoing fundraising efforts including in-kind donations
- EM reviews hotel contract
- CC solicits Continuing Education Units (CEU) coordinator (negotiate as in-kind or cash sponsorship to cover involved costs OR budget cost of CEU management), if relevant to the host country
- EM solicits quotes and hires Disc Jockey, photographer and videographer (if applicable), prepare a contract for

- President/Treasurer signature, if needed
- CC distributes approved solicitations for participation
- Call for Volunteers
- Call for Interpreters
- Call for Auction Items
- Call for Presenters
- Call for Sponsors
- Call for Entertainers
- EM in consultation with CC solicits Program Book & Yearbook designer. [Click here](#) for a contract template.
- CC begins drafting the Program Book. [Click here](#) for content information.
- The BL and EM to facilitate issuing Visa letters and if possible send names of Conference attendees to host Embassies/Consulates

3 months Prior to Conference

- FC continues fundraising efforts
- CC solicits in-kind donations, as needed
- CC prepares hospital room shopping list in keeping with approved budget (if allowed by hotel)
- CC continues call for Entertainment & Volunteers
- EM works on pinning ceremony spreadsheet preparation begins in conjunction with Mariann Jacobson - 5, 10, 15, 20, 25, 30, etc. (Name and years attended), A/V needs
- CC confirms Presenters - Collect abstracts
- Submit any documentation for CEUs (if applicable)
- EM reviews Hotel Contract
- EM confirms Board Meeting times and needs (A/V, room and meals)
- FC confirms Sponsorship details
- EM meets with Hotel A/V contact; draft schedule with Presenters' A/V needs

One month Prior to Conference

- EM reviews A/V needs with hotel
- FC confirms in-kind donations
- CC with EM confirm Volunteers
- EM confirms Disc Jockey (if applicable)
- CC confirms Pre/Post activities
- EM creates Badges
- CC drafts Feedback Survey with Research Committee

- CC confirms Entertainment line-up and secures related material
- Pre-meeting occurs with EM, CC and BL

One week Prior to Conference

- Full CC Meeting (onsite) if possible - Wrap up any loose ends
- EM arrange for - credit card transactions and onsite registration procedures
- EM compile Attendance & Volunteer Spreadsheets:
 - Pre-Conference Activity (if applicable)
 - Registration
 - Newcomers
 - Post-Conference Activity (if applicable)

During Pre-Conference

- CC print Continuing Education Unit (CEU) paperwork
- CC supports professional workshops (if applicable)
- CC print Silent Auction paperwork per auction coordinator [Click here](#) for template
- CC hosts any pre-conference social outings (if applicable)
- CC supports any pre-conference training activities (if applicable)

During Conference

- EM process onsite registrations:
- Order of operations at check in:
 - check in
 - receive badge
 - photo taken with badge for ID purposes
 - bag distributed
 - merchandise distributed (if sold thru registration)
- EM maintain strict financial operation for any merchandise purchases, auction sales or onsite registrations through CODA Board designee
- EM & CC maintain strict badge policy for participants in all conference space to deter conference crashers

During Post-Conference

- Closing meeting - EM, CODA International Treasurer and President meet to review hotel final bill the last day of the conference
- CC conducts post-conference social outing (if applicable)

One to Three months after Conference

- CC begins work on Yearbook with designer, if applicable
- EM and CC prepare wrap-up report for the Board
- CC Feedback Survey distributed through CODA International Research Committee
- Post-Conference meeting with EM, CC, BL and President

Six to Eight months after Conference

- CC finalizes & distributes yearbook
- EM finalizes budget report

CONFERENCE COMMITTEE

The Conference Committee (CC) is expected to meet regularly (online or in person) to address all the details of the conference logistics in consultation with the EM. Smaller meetings can happen with sub-committees within the CC to address specific aspects of the conference.

- CC should not exceed 7 people total as this is the cap for registration waivers. The roles and responsibilities outlined below can be combined and/or addressed individually. Take into consideration the skill set of each committee member and their time availability when assigning duties. If more than seven individuals are included in the committee, consider partial waivers or fundraising to cover the additional cost.
- Assign committee members to tasks based on their interests and skills. In the end, some local volunteers that begin with smaller roles in the conference planning may take on larger roles and thrive with added responsibilities.
- Local committee members that fail to participate can be contacted directly and asked if they want to or are able to continue those duties. Some individuals perform better if they maintain direct communication with chairs, and have continued support; whereas others may be grateful they are offered an opportunity to step down from the volunteer position once they find themselves unable to manage the role. At that point, another more active volunteer can be approached to take on larger (or additional) responsibilities. Committee operations are detailed below.

Conference Co-Chairs:

- Responsible for overall oversight of the conference in consultation with EM

- Serve as primary contacts with EM
- Prepare to dedicate 10 to 20 hours per week to conference-related activities with increasing time commitment as conference approaches
- Attend current year's conference
- Liaison to CODA International Board
- Liaison to assigned local committee functions below
- Financial Operations - Confer with EM and FC on the following:
 - Budget
 - Fundraising
 - Auction coordinator

Registration:

- Consult with EM on all registration-related matters, as needed.

Hotel:

- Consult with EM on all hotel-related matters, as needed.

Hospitality Room:

- Prepare budget with EM for Board approval
- Purchase food products & containers
- Monitor hospital room activity

Marketing & Publications:

- Social Media
- Program Book
- Email communications to PC for approval.
- Yearbook
- Photography/Videography schedule and supervision with EM

Pre-/Post- Events:

- If pre- and post-conference social events are planned, work with the local visitors' bureau to identify potential events
- Review and submit contracts to EM and CODA Treasurer
- Plan Marketing
- Confer with EM regarding registration form
- Plan onsite management of each event
- Arrange for interpreters for events. Consider offering free event registration, compensation or CEUs for this work
- Arrange for volunteer on-site chaperone(s)

Program (given the scope of this area, 2 coordinators may be needed):

- Create call-out letters for presenters, volunteers, interpreters, auction items, & entertainment working with the EM
- Create rubric for selection of presenters & entertainment
- Identify Interpreter Coordinator(s). It is recommended that co-coordinators work on this effort.
- Identify Entertainment Emcee
- Identify CEU coordinator, if applicable
- Create notification letters (accept/decline) for program and entertainment
- Newcomer Orientation-confer with Millie Brother
- Photography-confer with EM
- Arrange for publication of Program Book & Yearbook confer with EM
- Confer with CODA International Board identifying Buddy and Facilitator Coordinators, preferably appointees should be consistent year-to-year
- Confer with the Interpreting/Translating Committee established by the Board

Volunteers:

- Solicit Volunteers
- Organize all volunteers using spreadsheets
- Communicate with volunteers before and during conference
- Assign and manage volunteers at conference especially working with Buddy, Facilitator and Interpreter & Translation Committee.

BUDGET

The co-chairs will work with the EM, FC and CODA Treasurer on the budget content to comply with appropriate financial handling pursuant to the non-profit requirements under the 501c(3) requirements. The EM will have primary responsibility for preparing and submitting the conference budget to the CODA Treasurer for review and approval.

The items that are to be considered a Board expense will need to be planned with the Board, but the costs will be covered by the organization. These expenses include:

- Meeting Room(s) - 2 full days prior to conference for the Face-to-Face Board Meeting
- Dedicated high-speed Wi-Fi (for video conferencing)
- Meals during Board Face-to-Face Meeting - Light (Continental) Breakfast and Lunch both days
- Guest Rooms for the Board

- Distinguished Service Awards (and other Board recognitions)

Budget Expected Conference Costs:

- Hotel - Meeting rooms for breakouts and workshops, Food (per guest), A/V, Cash Bars, Newcomer (rooms and A/V); Buddy Training and Facilitator Training. Include space for pre-conference training opportunities if being offered.
- Entertainment - Disc Jockey, A/V, Dance Floor/Stage
- Registration - Printing, Badges, Shirts, Attendee Gifts (optional), Receipt Book, Programme Books, Bags
- Hospitality - Snack/food items, beverages (water, juice, coffee, tea, etc.), Chairs and Tables
- Awards/Gifts - Keynote and Closing Speaker recognition; workshop presenters. Confer with CODA International Board regarding other gifts, e.g., for interpreters to avoid overlapping gift-giving.
- Program Book - design and printing
- Guidebook, if using
- Yearbook - design, printing, shipping
- Photography and Videography, if hiring
- Additional miscellaneous costs, such as CC expenses for onsite meetings
- EM fee for service

Budget Optional Costs

- Decorations/Themed Items
- Ice-Breaker Activity - Materials needed
- Batons/Tokens - Item to assist in turn-taking during breakout sessions
- Additional Miscellaneous Costs

Income Sources (CC to coordinate with FC):

- Registration (Early, Regular, Late)
- Conference Merchandise-confer with EM for t-shirt costs and other items at time of budget development if merchandise is offered through registration.
- Sponsorships from large donors-See below
- In-kind donations-See below
- Local fundraising events-See below
- Program Book Advertisements and Booster Sales

The CODA Treasurer will share the official budget document to the EM and conference co-chairs. The Board should share budgets from the most recent conferences for reference purposes. Budget documentation should be submitted to the Board for approval 2 months before the launch of registration.

FUNDRAISING

The Fundraising Committee (FC) is expected to raise \$10,000-\$15,000 USD or local currency equivalent for conference expenses. These funds are used to supplement conference registration income. All proceeds are to be forwarded to the CODA International bookkeeper through the CODA Treasurer. The committee should keep records of all funds raised.

A fundraising plan should be designed by the FC with input from the EM and CC co-chairs that incorporates solicitation of sponsors; goods & services; and local committee efforts.

Fundraising activities:

Local fundraising efforts, if held, should be coordinated with the FC and focus on small-scale efforts that are open to the community at large.

Local activities may include (but are not limited to):

- Interpreter Workshop
- Wine Tasting
- Restaurant Fundraiser
- Silent Spaghetti Dinner
- BBQ/Pool Party
- Mother's Day Brunch
- Craft/Rummage Sale
- Baked bean bath
- Painting Parties
- Community Activities (i.e concerts)

[Click here](#) for directions for hosting local fundraising efforts.

Seeking Sponsorship:

The mission and vision of CODA International are the vital focus of the organization, and because of that, the conference must also fall in line with them. The conference is a social

gathering solely for the purpose of raising funds to comply with the mission and vision. Sponsorship is one major way to reduce costs to maximize the funds raised and create the most opportunity for participants worldwide. The FC is responsible to seek sponsorship for conferences.

Those coordinating these efforts are responsible for organizing and communicating the needs of the conference to outside entities and organisations. Sponsorships can be requested and obtained from any source willing to donate. CODA International, Inc.'s headquarters is in the United States of America, and is a government approved (and authorized) 501(c) 3 non-profit organisation. This status (the non-profit identification) is beneficial to conference planners seeking sponsors and donations from USA entities, as tax credits are awarded to those, both private and public, that contribute to charitable organisations. [Click here](#) for sponsor templates.

Possible Sponsorships:

- Interpreting agencies or coordinating services
- Private/Public companies
- Schools for the Deaf
- Deaf-related organisations
- Community foundations

Fundraising by other organisations may occur during the conference but only with permission. For example, the local planning committee for the next year's conference may wish to undertake a raffle to raise funds at the conclusion of the current year conference. Or, a regional CODA entity will ask to conduct a fundraising activity (raffle, etc.) during conference. Permission from the FC Committee should be secured before the conference commences.

[Click Here](#) for the Fundraising Folder.

AUCTIONS

Auctions - Live & Silent:

The auctions held at conferences are integral to the Mission and Purpose of CODA International. The FC will solicit and supervise an Auction Coordinator who is responsible for the overall coordination of all auction activity. The appointee should be ongoing from year-to-year for continuity. However, the Board should periodically replace the coordinator to avoid burnout.

Live Auction:

Proceeds go towards the Millie Brother Scholarship funds. Scholarships are given annually by CODA International to graduating high school seniors and/or college students. The annual goal is to raise enough funds to cover at least two awards of \$3,000 USD and up to three awards of \$1,000 USD.

Live Auction - Roles Include:

- Coordinator - Documents items for bid, including description & value, manages display of items
- Auctioneer/s - Actively and energetically auctions items to the highest bidder recruited by the local planning committee in consultation with the Auction Coordinator
- Assistant(s) to Auctioneer - tracks bids for Auctioneer & connects final bidder to Accountant. These volunteers are recruited by the local planning committee.
- Accountant (assigned by the FC) - tracks final bids and collects monies on site.
- Assistant(s) to Accountant - Maintains record with Accountant to collect monies
 - Materials Needed for Live Auction
- A/V for Live Auction
- Area for Accountant to receive monies & distribute items
- Technology for Accountant tracking

Silent Auction:

Proceeds from the silent auction go towards Stipend Funds for Codas to attend the annual conference, who otherwise would be unable to attend. The funds raised via Silent Auction are awarded to the subsequent year's conference attendees.

Silent Auction - Roles Include:

- Coordinator - Documents items for bid, including description & value, manages display of items
- Accountant - tracks final bids and collects monies
- Assistant(s) to Accountant - Maintains record with Accountant to collect monies
- Materials:
 - Tables to display Silent Auction items
 - Bidding Sheets & Pencils
 - Area for Accountant to receive monies & distribute items
 - Technology for Accountant tracking

Recommendations:

Past volunteers have recommended the following for successful auctions:

- Collect items globally, long before conference - some items are handmade/handcrafted and take time to arrive to the designated location
- Advertise items in advance to spark excitement and raise potential bids
- Develop spreadsheets to use documenting all items for bid for ease of tracking and post auction accounting
- Aim for Deaf, Coda, or location-specific items as these items are of high interest for attendees
- Include a limited number of items in the Live Auction, and limit the time overall (1-2 hours maximum!)
- Include potential high bidding items in the Live Auction only
- Monitor the Silent Auction, so items are not inadvertently taken or misplaced
- Regularly, remaining items that went without bids can be gifted, or passed on for the subsequent year's conference
- Note the possibility of bidders needing to ship items secured, provide information or means to ship items
- Include any pertinent information about specific donors/artists
- Local planning committee should prepare a "call out" or solicitation letter for auction items to be distributed at same time as volunteer and entertainment solicitations take place.
- Working with hotel staff, the CC should arrange for items to be shipped directly to the hotel before the conference.

[Click here](#) to review auction-related documents.

REGISTRATION

Registration is the responsibility of the EM. The conference co-chairs working with the EM, will assist with design of the Registration Form on the following items:

- Budget for pre-/post-events, merchandise (if sold through registration) and registration amounts must be completed before construction of the webpage. See below for more on merchandise
- It is suggested that information about the conference registration waiver process be posted at the time of launching registration to minimize later inquiries
- It is strongly suggested, that a beta launch of the registration process take place to work out any bugs in advance of live launch

In addition, these steps can be addressed by the CC:

- Arrange for registration space at hotel (working with appropriate committee members)
- Arrange for registration volunteers (working with appropriate committee members)
- Arrange for and design flow of registrants within the hotel space

Merchandise:

It is recommended that merchandise be distributed through an online vendor. This approach is highly recommended for several reasons. A simple link to the vendor can be placed on the registration website and CODA International and the CC will have no further responsibility. In the U.S., costs of taxes and shipping are absorbed by the purchaser. Merchandise is mailed directly to the purchaser's home. Consideration should be made for international participants regarding taxes and shipping. This may entail selling merchandise through the registration form for international participants and distributing at the conference. The CC sets the price so a small profit can be added. This should be included in the Fundraising plan developed in consultation with the EM and FC.

Registration responsibilities of EM:

- Seek in-kind donations for registration bags, with help from CC
 - Local items, useful to support attendees experience at conference
- Preparation of Badges & Lanyards – to be used by each attendee while onsite to identify membership and must include the following:
 - Name
 - City & Country of residence
 - Number of conferences attended previously, including the current one
 - Dietary restrictions
 - Photography unwanted
 - If applicable: Newcomer, Committee Member, Buddy
- Supervision of registration volunteers
- Proof of Yearbook information while taking yearbook photo (separate from registration check-in) - the information to proof: Name, City/Country of Residence, Preferred (Public) Contact Information
- Yearbook photos are to be taken at registration. It is strongly encouraged to make this required step the second step of registration check in after the name badge has been picked up. *Note: The registration form should include a photography waiver as a required field (online) and an opt-out feature (i.e. add a blurb stating that if the attendee is opposed to photographs taken at conference and reproduced for the*

purposes of CODA International, provide a signature and date). Registrants who choose no photo, will still be mentioned among the attendees in Yearbook.

- Attendees should be reminded of their volunteer commitments when registering.

Registration Waiver Process:

There are funds available to support Codas to attend annual conferences. These funds are accumulated from the prior year's silent auction during the conference and from donations made throughout the year towards new member registrations. This support is considered "Financial Assistance" and the Board has created a formal process of accepting applications for support, and rates those applications using a rubric.

To maintain integrity in the rating process, two Board members and a local committee member constitute the Conference Registration Waiver committee. The chair of the committee, selected by the Board, is responsible for all activities of the committee except the preparation of the announcement and correspondence as explained below. The CC recommendations are formed from the highest scores based on the rating rubric and the available funds, and then submitted to the Board. The committee may choose to provide partial or full support to those applying, based on the number of people seeking aid and the available funds. The Board then votes to distribute all available funds to those recommended by the Conference Registration Waiver Committee.

The announcement for conference registration waivers should be included on the registration form. The submission deadline should be seven (7) months before the conference. The announcement and notification letters should be prepared by the committee, then reviewed and approved by the Publications Committee. Support decisions will be made six (6) months prior to the conference and will be communicated by the Conference Registration Waiver Committee.

[Click here](#) for sample registration waiver documents. Google translate could be used to create language-accessible documents.

Scholarship Attendees:

The Millie Brother Scholarship is an annual scholarship awarded to hearing children of deaf adults to help them pursue their education. This one-time scholarship can be used for undergraduate or graduate study. On average, two \$3000 USD scholarships are offered annually, as well as partial scholarships.

Scholarship recipients are announced each year at the annual conference before the live auction. The Scholarship Chair (appointed by the CODA International Board), will announce the scholarship recipients, along with additional data collected, such as: how many applicants applied, the process of rating the applicants, and how much money was used that fiscal year for scholarships.

Scholarship recipients are awarded the monetary amount for school and they are awarded a single annual membership. In addition, they will have up to \$500 USD to put towards registration and travel to any CODA Conference up to five years after their scholarship was awarded.

HOTEL

The EM works in tandem with the CC co-chairs and hotel/venue staff, chiefly the sales and banquet personnel and A/V staff, and (during conference) the hotel security. It is crucial that the EM communicate clearly and directly with hotel staff that this event is not a professional conference. This conference, and its attendees, are a loud, diverse, "family-like" collection of people from all over the world. As such, room blocks and meeting room arrangements will not follow typical conference patterns (i.e. participants often prefer to share guest rooms with others and our meeting rooms are often arranged in circular settings without desk or presenter set-ups, with the exception of workshops). Workshops typically require traditional presentation arrangements including a podium, A/V, seating with tables but each presenter should be asked their preference.

The EM is responsible to negotiate and follow the contractual agreements. If there are any alterations that need to be considered, address them early with the Board, in order to allow the right approval processes to take place.

Hotel-related EM duties include:

- Negotiate hotel contract including room rates and room blocks
- Organizing Banquet (food) needs, and arrange for exceptional registrant accommodations (i.e. Kosher meals, Food Allergies, etc.)
- Coordinating Audio/Visual needs (including: newcomer orientation, workshops, keynote & closing speakers, entertainment, etc.)
- Maintain availability to address safety issues that may arise with conference participants with the venue and Board Liaisons

- Communicate with participants prior to and during conference regarding venue requirements and expectations (i.e. guests can expect certain accommodations, guests will need to abide by venue guidelines, etc.)

Hotel Contract:

The Conference Committee will scout the hotel venue. Once a hotel is chosen, the EM engages in initial negotiations with the hotel. The CODA International President and Treasurer will review and sign any contracts affiliated with the conference following full approval from the Board of Directors. Once signed, the Board signees and liaisons are responsible to convene with the EM and review the documents and expectations within.

Under no circumstances is any member of the Conference Committee to enter into any financial agreements that CODA International is then held liable, without the consent of the Board. Specifically - any changes made to the agreement between CODA International and the contracted venue must be communicated to the Treasurer and authorized by the full Board.

The contract should address these items (and others, as needed):

- Guest Rooms
- Food
- Meeting Spaces (including pre-conference training & Board meeting space - See [Hotel Bid Document](#) for details on space needs)
 - If outside, related groups wish to conduct meetings on site before or after the conference, the request must be reviewed and approved by the conference co-chairs and Board liaison(s). Such meetings should not detract from conference-related functions.
- Hospitality (Hospital Room) Agreement regarding bringing in food/drink
- Audio/Visual
- Applicable Taxes, Fees, or Miscellaneous Charges

Outside related groups such as interpreter associations, researchers* or Video Relay Service providers may ask for use of space before, during or after the conference. Each request should be considered on a case-by-case basis. Factors to consider include impact on planned conference activities including pre- and post- events; room and related costs (i.e. A/V or food); and, overall space considerations. Each request must be reviewed and approved by the conference co-chairs and the Board. It is suggested that all requests that are granted include an agreement that the outside group will make a donation to the fundraising effort, such as Program Book advertisements (amount to be determined) and that any related costs

for the room will be covered solely by the group, not the Conference Committee or CODA International.

**Any researchers interested in conducting research during the conference, whether or not they intend to use conference space, must submit a detailed description of the research and CV of Principal Investigators to the Conference Committee. The committee will then submit to the Board and the CODA International Research Committee. Research proposals are subject to CODA International Board approval.*

HOSPITAL ROOM

A crucial component of the conference is having a Hospital (hospitality) Room. This space is utilized primarily at night for storytelling and socialization but is available throughout the conference. It should be large enough to accommodate 50% of the conference attendees in theatre-style seating. Traditionally the Conference Committee brings in snack food from outside the hotel. This is, often, a difficult negotiating item with hotels. However, every effort should be made to allow this. The EM should negotiate this requirement during contract negotiation.

The Hospital Room is a prime sponsorship opportunity for donors. Be sure to include a sign in the room thanking the sponsor. A varied menu of items should be provided including beverages (soda, juice), individually packaged snacks (chips, cookies, etc.), and gluten-free items. A shopping list of items should be prepared 2-3 months in advance and submitted to the Treasurer for review in keeping with the approved budget.

[Click here](#) for information about hospital room supplies.

Volunteers should be solicited to assist the Hospital Room Coordinator with stocking supplies. The committee's Volunteer Coordinator should work with the Hospital Room Coordinator on recruitment efforts. The Hospital Room Coordinator is responsible for scheduling the volunteers.

The Hospital Room may be a venue for spaces where all attendees can view special content. For example, the CODAhaven conference created a Memorial Corner for deceased Codas in the Hospital Room.

PROGRAM

This is the heart of the CODA Conference experience. It is also very detailed and time-consuming. Early planning with a sub-committee of the Conference Committee is crucial for success. Below is a list of activities that must be completed for the Program.

- Prepare Callouts for Presenter, Entertainment, Auction and Volunteers in collaboration with appropriate conference coordinators appointed by the Board and submit to the PC - [click here](#) to access callout letters including confirmation (accept/decline) letters.
- Prepare Icebreaker Events
- Plan Official Welcome - prepare a list of speakers who will represent the Board, and when they will speak including conference committee members, CODA Board members, Millie Brother as founder and others, as appropriate. Be sure to include announcements of CODA International policies (behavior, etc.) and the wellness and safety protocol.
- Select Keynote and Endnote speakers-make sure budget includes gifts and/or waivers, if provided
- Solicit, select and arrange Breakout and Workshop sessions
- Write descriptions of breakouts
- Newcomers may be presenters but only when co-presenting with a non-newcomer.
- Solicit, select and arrange entertainment including emcee and acts
- Arrange for Newcomer, Buddy and Facilitator Training (see below)
- Arrange for CEU coordinator, if applicable
- Work with Interpreting & Translation Committee of the Board to coordinate interpreting needs
- Prepare certificates of attendance for non-CEU earning workshop participants
- Work with Marketing coordinator (CC member), plan social media and marketing
- Work with Volunteer coordinator (CC member) to manage volunteers
- Solicit Program Book editor & oversee publication. [Click here](#) for a contract template as well as list of contents.
- Secure Guidebook App (if using); <https://guidebook.com>
- Prepare periodic letters to registrants with information regarding the conference schedule including Newcomer Orientation information. [Click here](#) for samples.
- Ensure use of CODA International Standardization Tips in all publications and communications. [Click here](#) to view.

Scheduled Sessions can be offered individually or as concurrent meetings during specific time-blocks. The standard definitions/descriptions for the traditional sessions at CODA International Conference is as follows:

- Breakouts are facilitated, smaller group meetings that gather to talk about a specific topic. The facilitator of each group is a volunteer participant that has self-elected to lead the group discussion, but the groups are considered self-led, and the facilitator is not a counselor or therapist. [Click here](#) for a list from the 2018 breakouts.
- Special Interest Groups (SIGs) are directed to a group of individuals who share a common interest or similar experience. Does not follow traditional “Baton Passing” breakout format, and is not led by a designated leader or facilitator.
- Workshops are sessions led by a presenter on a specific topic. Discussion, activity and Q&A time are included. All workshops provide Continuing Education Units, CEUs (if applicable), and are open to all attendees – not all workshops are developed for those in the interpreting field.
 - Workshop presenters are solicited via the Call-Out process. [Click here](#) for documents.
 - Confer with CEU coordinator BEFORE letters are submitted to Publications Committee to ensure proper wording for CEU purposes, if providing
 - Criteria for selection of workshop presenters should be established by the Conference Committee
 - Submissions from presenters should include descriptions and bios that can be used in the Program Book, if selected
- Scheduling all breakouts and workshops should be carefully considered and completed 4 months in advance of the conference to allow arrangements with the hotel for A/V, space needs, and program book drafting. [Click here](#) for a sample schedule.

Orientation at Annual Conference

Orientation sessions are offered immediately prior to the conference. These sessions are required for participants that are new to CODA Conference, and strongly encouraged for registrants that have volunteered as a Buddy to support newcomers or Facilitate breakout sessions. Some facilitators or Buddy volunteers have been doing this role for many years and may feel they do not need to attend the session(s). However, the CODA International Board should consider mandatory attendance to ensure proper training.

The timing of the Newcomer, Facilitator and Buddy training should be staggered such that Facilitator and Buddy training do not overlap for those who wish to do both. The Newcomer

orientation should end at the same time the Buddy training ends to allow for a meeting between both where Buddies are paired.

- Buddy Orientation is a training session to orient participants that have volunteered to act as a Buddy for newcomers to CODA International conference. This training session provides strategies to support newcomers and gives explicit instructions to buddies who to contact if there is any emergency for a newcomer (this emergency contact information should also be shared with all participants during the opening session). The coordinator should be selected by the CODA Board and serve for multiple years to establish ongoing procedures. However, the Board should periodically replace the coordinator to avoid burnout. The orientation should be guided by the procedures and guidelines approved by the CODA International Board. Buddies join the Newcomers at the end of their orientation. This meet-and-greet can be formal or informal - however the facilitator of the Buddy Orientation prefers.
 - The Buddy Training is a multi-faceted undertaking. It is key that the coordinator works with the EM to secure information about newcomers seeking Buddies and those who are interested in being Buddies. [Click here](#) for information about the training.

- Facilitator Orientation is a session of orientation for participants that have volunteered to facilitate breakout sessions scheduled during the CODA International conference. The coordinator should be selected by the CODA International Board and should serve for multiple years to establish ongoing procedures and continuity. However, the Board should periodically replace the coordinator to avoid burnout.
 - Coordinator should review facilitator guidelines
 - Create and distribute a data form for facilitators to report attendance in breakouts. Facilitators should return the form to the Facilitator Coordinator. The data form should include information about attendance and any issues that arose.
 - This folder contains the guidelines and form - [Click here.](#)
 - The orientation content should be subject to review and approval by the CODA International Board if needed.

The Buddy and Facilitator coordinators should be selected and supervised by the Board with consultation occurring with the CC each year.

Newcomer Orientation:

Newcomer Orientation is a panel discussion facilitated by CODA International founder (or as we lovingly say, “flounder”), Millie Brother. This session is mandatory for all participants that are new to CODA International annual conference.

This two to three-hour meeting is designed for first time conference participants in order to welcome, orient, and make them feel at home in the new conference setting. In addition, those who have not attended a CODA conference in over 10+ years, should be required to attend the first hour of the Newcomer Orientation to familiarize themselves with changes that have occurred since their last conference experience.

The newcomers will form smaller breakout groups facilitated by panel members, and prepare for this new experience. At the end of the newcomer breakout session, participants will be greeted by “Buddies” and join all other participants for the conference opening. If a Newcomer is attending a conference with someone that has attended previously, the individual may choose/prefer to consider their friend/family the “Buddy” for the conference. This is acceptable, but the “Buddy” will be encouraged to attend the Buddy Orientation session, so that the person can be provided the same instructions regarding emotional support of a Newcomer and the pertinent contact information for counselors attending the conference. Note that it is not required for newcomers to have a Buddy, but it is encouraged. Furthermore, many newcomers seek to have Buddies, but there are not enough to go around. Recruitment efforts should be enhanced.

Millie Brother will be responsible for the planning and programme implementation of this orientation and will confer with the CC. The following is needed from the committee:

One designee should act as liaison with Millie Brother to maintain communications with the committee. The liaison should:

- a) relay date and time of scheduled orientation to Millie Brother as soon as possible in order to support her recruitment of panel participants for the orientation, and
- b) arrange venue/orientation logistics

The orientation will be divided into 2 time-frames (requiring different items for logistics) that include:

- First half of orientation (~1 hour)
 - Large meeting room for approximately 30% of total registrants. The local planning committee will keep Millie apprised of the size of the group and will ensure an adequate room.
 - Head table for ~4 panelists located at front of room
 - Microphone for moderator (Millie Brother) and panelists
 - Facial tissues for participants
 - Provision of interpreting services if required*

- Second half of orientation (~1-1.5 hour)
 - Four smaller meeting rooms for breakouts
 - Chairs in each room are to be arranged in a circle

**Arrange for interpreters - check for need at the onset of the orientation, if interpreters are not needed, they can be excused.*

This event takes place just prior to the official opening of the conference. Time should allow for these early arrivals to register prior to the newcomer orientation meeting. This information should be included in early conference publicity materials so that newcomers can make travel arrangements accordingly.

[Click here](#) for Orientation documents.

Safety and Wellness Protocol:

The CODA International Board will solicit, in advance, an on-site conference participant who is also trained to intervene in situations where someone may find themselves triggered by the conference experience. During Buddy Training, Newcomer Orientation and the Opening Ceremony, announcements will be made so anyone who may be distressed can reach out to designated Board members who will then put the on-site therapeutic professional in touch with the distressed individual. The Conference Committee should follow the lead of the Board on this matter.

The on-site professional is not expected to provide direct intervention but rather triage situations as they arise. Any serious emotional or mental health situations should be handled by contacting local emergency services. Information about this will be passed onto the BL by the CC. [Click here](#) for background information.

Pre- and Post-Conference Social Activities:

Pre- and Post-Conference social events are not required for the CODA International Annual Conference. However, they have been a staple for years and have become an expectation. If the CC is unable or unwilling to coordinate these efforts, often conference attendees will independently plan outings, socials, or gatherings for small and large groups; if this occurs it should be noted that CODA International is not hosting those events. If the local committee is interested in hosting pre- and/or post-conference events, the coordinators need to be mindful to keep costs low, as to not deter or prevent attendees from participating. Historically, pre- and post-conference events are usually open to Conference attendees, along with their family.

Some possible events could include) and are subject to review and approval by the Board Liaisons):

- Parties/gatherings with the local deaf community
- Tour of a local attraction
- Sporting event
- Shared meal
- Recreation activity
- Coda Bazaar where items made by Codas or fundraising efforts for CODA-related organisations takes place. (Not limited to members. Must occur outside of Conference start and end).

Note that contracts with pre-/post-event vendors are signed by the CODA International Board. Transportation must be provided for each event and should be included in the cost. CODA International will collect funds for these events through the registration process and will process payments.

Pre-Conference Personal/Professional Development Workshop Activities:

Conferences frequently afford the opportunity to presenters who are Codas to offer day-long training in the days before the conference. These are not required and are offered at the discretion of the committee.

Historically, presenters have approached the local committee and offered to conduct a workshop. Future committees may wish to solicit presenters. If so, criteria and a timeline should be established in advance for the vetting and selection of presenters.

Once presenters are identified the local committee should negotiate a contract to address the following items:

- Date and hours of the training, presenter responsibility for hotel costs including room rental (if any), A/V equipment, and food.

Since the training is not part of the conference, all these costs should be billed directly to the presenter and the presenter should charge a reasonable fee for the activity. Marketing of the training through the conference social media page should be spelled out in the agreement. Registration for the training is the responsibility of the trainer. CEUs for the training are the responsibility of the trainer, if applicable.

The agreements should be submitted to the CODA International Board for review before execution. However, the agreement is between the local planning committee and the trainers(s). [Click here for a sample agreement](#)

Photography & Video At Annual Conference

Each conference attendee must sign/agree to a photo release for their photo to be taken at the conference, by the conference photographer. The release is built into the registration form. [Click here](#) for the CODA International Conference Photography Policy. Photography Policies are to be documented in the conference program book materials for participants. The Policy is determined by the CODA International Board of Directors and is approved by the Publications Committee. However, individuals can choose not to have their photo taken, e.g., for the headshot section of the yearbook. The registration form should include this option. "No Photos" should be noted on the badges for these individuals.

It may be useful to have separate individuals responsible for video production and photography as these tasks are demanding during the conference. Their work can be supervised by the committee member responsible for marketing and publications. The EM and CC should coordinate efforts to recruit/hire individuals. If hired, the EM should facilitate necessary contracts.

The primary purpose of photography during CODA conference is to create documentation of our annual event to be used in the conference yearbook. Historically, volunteers working on the photography for CODA International work together to schedule photos taken for all events. A photography coordinator and volunteers cover the following events typically:

- Registration - take individual photos of conference participants for the yearbook
- Pinning Ceremonies - group photos for those receiving pins. Pins are ceremoniously given to participants in 5-year increments, with the exception of those participants that

have attended CODA conference every year since its inception

- Distinguished Service Awards - the group or individual receiving the award
- Dancing - if there is an official dance scheduled
- Region Meetings - group photos are taken of each region of CODA International. For ease of planning, photos are scheduled during the Region Meetings during conference
- Opening/Closing Ceremonies of Conference
- Opening and Closing Keynote speakers
- Entertainment - photos taken of individuals that volunteer to perform
- Miscellaneous candid shots
- Pre/Post Conference Activities - include photos in the yearbook only of those participants we have a recorded Photo/Model Release form signed. Avoid identifiable photos of family and friends that join for these events. Photos of venue/location can be included if photography is not restricted by venue.
- Meals and Socializing periods - photos can be taken of attendees gathered in groups at meals, hospital room for storytelling, workshops/educational sessions, and during the ice breaker. Avoid photography during sessions that are designed to be more private, i.e. breakout sessions
- Special Interest Groups within CODA - Examples to include, but not limited to: O-CODA, OH-CODA, Siblings, GLBTQ, Coca-Coda (one Deaf parent/one Coda parent), Coda Couples, former Koda campers/staff, Countries represented outside of host country

Recommendations:

- All volunteers for photography have a suitable camera that produces high quality images.
- Purchase SD cards for volunteer photographers. Collect cards at the end of the conference.
- Consider hiring a professional designer to create the yearbook in consultation with a subcommittee of the conference planning committee. [Click here](#) for a sample agreement.
- Begin working on yearbook as soon as the conference ends to ensure timely production and distribution. Shipping is an additional expense that must be reflected on the final budget and cost of the yearbook and it can delay the final reporting of expenditures post conference.
- Recruit multiple volunteers to evenly distribute the photography duties. Develop a schedule of events and assign photography and videography duties accordingly. See below for a sample schedule.
- Recruit a separate videographer for key conference functions such as Opening and

Closing Keynotes.

- Conference budget should include the purchase of SD cards (or similar media) for official photographs.
- [Click here](#) for a sample schedule.

Video: Video recordings of the Keynote and Endnote addresses as well as entertainment should be made. These videos are the property of CODA International. They may or may not be made available on the organization's website (with presenter permission). It is suggested that an additional person be recruited, paid or volunteer, to do video recording.

MARKETING & PUBLICATIONS

The CC should assign a member as coordinator who will create a social media page that serves as a primary vehicle for communicating with Codas, whether or not they are registered for the conference. Its launch should coincide with the launch of registration. It is recommended that several individuals have administrator privileges to monitor and manage the page. Further, a Social Media Plan can be developed to provide ongoing marketing of the conference including content and timelines. [Click here](#) for an example.

In addition, the CC coordinates the development of the Program Book and the Yearbook. As is mentioned earlier, it is strongly recommended that the CC hire a graphic designer to create these documents. Such expertise will provide a high quality product while minimizing the demands on the CC.

The Program Book is essential for the running of the conference and, increasingly, is complemented by online apps, such as Guidebook should a CC choose to use one. This folder provides all necessary information. [Click here](#) for a Program Book contract template as well as list of contents.

The Yearbook provides a memento of the conference and has come to be a highly prized conference activity. Unfortunately, in recent years, the production of the Yearbook has proven challenging for some Conference Committees. This is due to the fact that its production occurs on the heels of the conference and committees are often exhausted at this stage. As with the Program Book, it is strongly recommended that a graphic designer be hired to help with the design and completion of the Yearbook. [Click here](#) for a Yearbook contract template and content information.

REQUIRED TO INCLUDE IN CONFERENCE MATERIALS

Items in this section are required. The statements & policies below have been pre-approved by the Publications Committee and must be provided to all conference attendees through the program book. All printed program materials and marketing materials must be documented and pre-approved by the Publications Committee. Be sure to submit materials to the Publications Committee 3-weeks before needed to allow sufficient time for review and approval. Social Media blurbs can be created and used per decision of the CC and Social Media Committee. [Click here](#) for the CODA International Standardization Tips which should be used for all documents prepared for the conference.

Documented Program Statements & Policies

- Photography Policy - All registrants to CODA, Inc. International conferences, or events run for or on behalf of CODA Inc., will be required to sign a waiver regarding the use of the following materials: "In consideration of the goodwill, public service, and community aid provided by CODA, Inc., which I support and from which I have received benefit, I hereby grant permission to CODA, Inc. to use my name, take and publish photographs, videotapes of me which include my voice on any media for any legitimate purpose. I release all rights to such photographs, videotapes, and recordings. I acknowledge that CODA, Inc. will be the sole owner of all rights arising out of their use from any source whatsoever." A document will be available for members to sign upon registration at CODA, Inc. events. Attendees will be required to sign the release form and the signing of one release form will be binding for all events.
- Social Media Policy - CODA International, Inc. requests that participants of CODA Conferences engage in the following responsible and respectful practice of the use of Social Media: **Be Clear** that your opinions are your own. You are a member of CODA International, but you are representative of yourself. **Be Respectful** and maintain confidentiality of other members attending CODA Conference. Ask first, before you post. Use **Good Judgment** in sharing only public information. What happens at CODA stays with Codas. Be mindful that not everything is to be shared outside of Conference. Be aware that what you post is permanent. Even deleted photos, posts, and comments can be traced and copied. Be careful what goes up.
- Conference Behavior Statement - In our public behavior at CODA, we need to be tolerant of our diversity. That means we need to accept that another's behavior may be

different from our own, and at the same time, we need to be sensitive to how our own behavior may be perceived by others. We need to remember that when we participate in any activity sponsored by CODA International, Inc., we are representative of the entire membership of CODA International, Inc. Therefore we ask that our behavior be such that the membership will not feel offended or put off. We do not feel the need to have rules of behavior. We trust in the common sense of each individual, and that their *respect* and *duty of care* toward each other will suffice. The CODA Conference aims to be a safe haven for ALL who attend. It should be a safe place to express one's innermost feelings. It should be a time to be "ourselves." You may experience exhilaration at the new sense of "freedom" and/or you may even feel some fear as perceived "taboos" are broken. We come from widely diverse backgrounds, and our ways of expressing ourselves will be widely diverse. We ask that all Codas be sensitive to the needs of others and tolerant of our diversity.

- Confidentiality Statement - Conference participants are asked to respect the confidentiality of their fellow Coda participants in breakout sessions. Anything said during a session stays in the group. Anything shared at any other time, in any other gathering remains with the group as well. You may share issues, topics, or points only in ways that maintain confidentiality and anonymity (i.e., no names, ages, descriptive characteristics, and no specific content that may identify someone). This confidentiality statement is absolute and timeless; therefore, it extends beyond the immediate time of the conference.
- Millie Brother Scholarship Statement - Established in 1990, the Scholarship offers funds to individuals who demonstrate academic and personal achievement and whose parents are deaf. Named for the founder of Children of Deaf Adults International (CODA), many young adults have received scholarships. Students worldwide, who are codas, are encouraged to apply. To be eligible, a student must be a high school graduate (or graduating senior), have at least one Deaf parent, and provide academic records, letters of recommendation, and an essay. Applicants may reapply each year they are in school. This fund is named to honor the founder of Children of Deaf Adults, International to assist codas in pursuing their educational goals. CODA Inc. is a 501 (c) (3) nonprofit, tax-exempt organisation (in accordance with United States tax laws) founded in 1983. Contributions are deductible as allowed by law.
- Memorial Stipends - The Memorial Fund accepts donations in memory of individuals with deaf parents who have passed away. Furthermore, donations are welcome in the

memory of supporters of CODA, International whether or not they have deafness in their families. All donations are used to provide conference waivers for codas in need who wish to attend a CODA, International conference. A minimum donation of \$25 is requested. Upon receipt, the honoree's name will appear on the CODA, International Memorial website. Those honorees who are codas will also be remembered during a memorial service during the annual CODA International conference. These funds are used for registration stipends in the subsequent year.

As has been stated earlier, it is recommended that a designer be hired to compile the Program Book and the Yearbook to lessen the burden on the committee and ensure professional design.

VOLUNTEERS

Historically, CODA International annual conferences were completely orchestrated by volunteers. Even with the advent of the hiring of an event manager, this is the backbone of every conference, and yet, this is often overlooked until the conference begins. Volunteers should be reminded at registration that they are scheduled (and what they are being asked to do), and contact information should be shared with the volunteer coordinator (see below) prior to the start of the conference.

A member of the CC is charged with the responsibility of recruiting volunteers for every aspect of the conference, as well as to schedule volunteers to assist with various aspects throughout the conference. These efforts should be coordinated with the EM. Initially, these recruitment efforts appear in the registration form, call-out letters and continue into the conference. From there, the coordinator is to follow up with registrants that have volunteered and committee members who are responsible for specific activities such as the hospital room or photography. Any pertinent instructions for volunteers can be given at that time.

Ensure that the registration form contains volunteer recruitment information. In addition, "call out letters" should be prepared, approved by the publications committee and distributed to all registrants and/or members for these categories: general volunteers, interpreters, and entertainers. The EM, should generate reports of volunteers for all categories and pass these onto the Volunteer Coordinator for follow-up.

[Click here](#) for a sample. *Note that this spreadsheet has multiple tabs along the bottom for different categories of volunteers.*

The registration process should include a reminder to individuals about their volunteer commitments.

Volunteers are needed for the following events during conference:

- Interpreting – ASL and International Sign (IS) interpreters are provided for all large-scale gatherings such as the Keynote, Endnote, Board Meeting, Auction, etc. Interpreting has become a significant challenge as the demands are extensive.
- The Interpreting and Translation Committee of the Board will organise the recruitment of Interpreting and Translation services.
- Registration - Each point of check-in requires volunteers to assist. Volunteers will need to oversee the following: distribution of merchandise (if any), badges, yearbook pictures, and pre-/post- conference check in. Board members can be recruited to assist with any aspect with registration. In particular, membership questions and on-site registration and/or merchandise payments.
- Hospitality - Restock and clean Hospital Room daily, including morning, throughout day, and late night for clean up
- Decorations - Set up and clean up decorations for entertainment, special events, and during whole-group events
- Auction - Help with collection on silent and live auction items during registration, set up of silent auction items, help during live auction, assist Auction Coordinator as needed.
- Buddies for Newcomers.
- Facilitators for Breakouts.
- Runner(s) - Individuals willing to help with acquiring items on and off-site for chairpersons, workshop presenters, auctioneers, etc. This volunteer will need to have access to transportation if off-site errands are needed.

APPENDIX OF LINKS (listed alphabetically)

All documents are set to “view only.” You may make copies to edit.

[Click here](#) to review Auction related documents

[Click here](#) for Conference Bid documents.

[Click here](#) for past Conference Information.

[Click here](#) for Fundraising documents.

[Click here](#) for information about Hospital Room supplies.

[Check here](#) for Hotel Bid document.

[Click here](#) for Orientation documents.

[Click here](#) for Orientation information about the buddy training.

[Click here](#) for Orientation facilitator training guidelines and form.

[Click here](#) for samples of periodic letters to registrants with information regarding the conference schedule including Newcomer Orientation information.

[Click here](#) for the CODA International Conference Photography Policy.

[Click here](#) for a sample Photographer schedule.

[Click here](#) for a contract example between the CC and Pre-conference trainers.

[Click here](#) for a Program Book Designer contract template.

[Click here](#) for Program Book Content information.

[Click here](#) for a list from the 2018 Program breakouts.

[Click here](#) for documents soliciting Program workshop presenters via the Call-Out process.

[Click here](#) for a sample Program schedule.

[Click here](#) to ensure use of CODA International Publication Standardization Tips in all publications and communications.

[Click here](#) for sample Registration Waiver documents.

[Click here](#) for Safety and Wellness background information.

[Click here](#) for Social Media Plan to provide ongoing marketing of the conference including content and timelines.

[Click here](#) to access Volunteer callout letters including confirmation (accept/decline) letters.

[Click here](#) for a sample Volunteer schedule. *Note that this spreadsheet has multiple tabs along the bottom for different categories of volunteers.*

[Click here](#) for a sample Yearbook designer agreement.