ACA Conference Host Team
Responsibilities & Activities

Association of Canadian Archivists
Association canadienne des archivistes

Event Context:

The purpose of the annual ACA Conference is to:
- Provide professional development, educational, networking and training opportunities for ACA members and the wider archival and record keeping communities;
- Provide members with opportunities to discuss issues facing the Association and the profession by means of formal sessions, roundtables, panels, member-input sessions, information sessions, etc.;
- Provide a forum for members to speak with the presidents/representatives of provincial / territorial archival councils and associations;
- Build, and/or reinforce relationships between the Association and the archival professionals/practitioners residing in the region in which the conference takes place;
- Transact the business of the Association, its Committees and Special Interest Sections;

Conference Host Team

Responsibilities: The Host Team is responsible for the local organization and on-site/virtual facilitation of the reception and/or entertainment of conference delegates. This includes:
- Identifying and coordinating scheduled conference social activities including, but not limited to the opening reception, a Host or delegate welcome table, evening tours, and visits to local facilities/sites of interest; and
- When required, recommending menus for hosted luncheons, receptions, and dinners within conference budgetary parameters, while also providing delegates with options and opportunity to experience the services of local food and beverage providers;
- *In collaboration with the Conference Planning Committee*, identify Indigenous communities upon whose land the conference is taking place, begin relationship building and identify mutually beneficial opportunities for engagement and learning; and
- *In collaboration with the Executive Director*, identify, invite, and support trade show exhibitors and sponsors.

Composition: The Host Team is made up of a minimum of **six** members and a maximum of **ten** members, including the Host Chair, who are ACA members in good standing (either individual members or institutional reps). As much as possible, Host Team membership should be balanced and drawn from different archival institutions within the metropolitan or regional area in which the conference is to be held. Consideration should also be given to including a graduate student and/or new professional and must reflect the ACA's Equity Commitments.

- **Host Team Working Groups**: Past Host Teams have identified the benefit of operating as several designated sub-groups, each responsible for a particular aspect of hospitality, such as Tours & Activities, Food and Beverage, Communication, Sponsors and Suppliers, Entertainment, Outreach, etc. The establishment of such sub-groups being implemented at the discretion of the Host Chair and team members.

- **Additional Event Volunteers:** Given the extent of responsibilities of the Host Team, additional ACA volunteers may be called upon by the Host Team Chair to help facilitate planned activities – particularly those activities which require a physical presence be maintained throughout the conference such as at a Host Table.

Resources Available: The following ACA resources are available to support the Host Team in facilitating their planning work:

- **ACA Email:** The Host Team Chair is assigned an ACA email. This will allow the Chair to keep their conference related emails separate from personal and/or work emails, and will also allow this information to be kept on hand as a resource for future Host Teams.
    - Host.Team@archivists.ca - this root address will also include the conference year which the Host Team is supporting, so for example the Host team address for the 2023 Conference will be: Host.Team2023@archivists.ca.

- **ACA SharePoint Site:** SharePoint Sites have been created for the Host (and Program Teams) and are available via Office 365/SharePoint. Host Team members are asked to upload all Team minutes, agendas, quotes, budgets, correspondence, forms and any other record made or received during the course of their Host Team activities into this SharePoint site. The ACA Secretariat will also ensure that related documentation such as the results of past surveys and Conference Op Guides are also available on this site. This site is the primary filing system of the Conference Host Team and as such is intended to serve as the corporate memory for this work. Once the ACA Executive Director sets up individual volunteer access to the Host Team SharePoint site, the following URL can be utilized: https://archivistscanada.sharepoint.com/sites/ACAHostTeam If Host Team volunteers are unfamiliar with SharePoint, the Host Team Chair can request a tour of SharePoint for Team members from the Executive Director.

- **ACA Zoom Support:** The ACA Secretariat is able to assist the Host Team in facilitating virtual meetings via the ACA's Zoom platform. The Host Team Chair must simply identify a suitable recurring meeting date/time that works for all team members and ask the Secretariat to set up a recurring Zoom meeting for that identified date/time – *for example*, the third Wednesday of the month at 2pm EST, for the next 12 months.

Key Activities and Timelines *(to be updated as necessary)*

Year Prior to Conference					
October		**November**		**December**	
Finalize Host Team membership; review questions and upcoming planning process with ACA Secretariat and Conference Planning Committee; review completed delegate		Host Team Chair to formally invite ACA members to their community for next year's conference; collect tourism materials for planned conference; begin identifying areas of local/regional interest (e.g. tours, local conference sponsors, food service, ball game, events, festivals); review past year Host activities; contact P/T council & archives (also neighbours) re: possible		Develop draft tours & events plans, along with draft budget; assess event costs along with potential attendance #'s	

survey from previous conference(s);	events, sponsors, suppliers, exhibitors (local/regional firms)		

Conference Year		
January	**February**	**March**
Finalize selection of tours & social activities, including fees and registration limits; submit social events plans and budgets for approval; once approved, draft text & locate images for 1-page promotion of upcoming conference activities (approx. 150 words); identify 1 or 2 Host Team members to be briefed for website content & information maintenance.	Proof activity registration forms; Finalize text & related images for 1-page promotion of upcoming conference activities (approx. 150 words); post to web page as applicable, send to Communications Committee; identify sponsors & trade show exhibitors; review Conference@Glance	Update website content; proof social activities in conference program; input social activities content to Conf App; maintain communication with sponsors & trade show exhibitors.
April	**May**	**June**
Locate/confirm required office support with Secretariat; make changes as necessary to social activity information in Conf App; locate local tourism swag for distribution to delegates at Host Team table (i.e. restaurant/store coupons, maps, etc.)	Create event announcements for Chair's daily announcements to delegates; collect local tourism swag for distribution to delegates at Host Team table	Establish schedules for Host table, shepherds for tours, etc.; during in-person/hybrid/virtual conference shepherd social activities and assist ACA Secretariat as required
July	**August**	**September**
Complete and disseminate conference delegate survey; poll Host Team for critique / recommendations for improvements for future.	Host Team Chair to meet with Conference Planning Committee for post-mortem and review of delegate feedback.	Relax, it is done!

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Conference Host Team Chair

Role: This individual is the main point person for all volunteers involved in organizing and delivering the logistics of the conference, including local hospitality, input into selection of facilities, planned activities for the delegates, and working with the Conference Planning Committee, Program Team Chair and ACA staff on the effective overall staging of the Conference.

Qualifications and Selection: The Host Team Chair must be an ACA member in good standing, preferably with previous experience on the ACA Board of Directors, a Program Team, a Host Team, or other ACA-related project planning experience. While the individual should, where possible, reside in the same location or immediate region where the in-person/hybrid conference is taking place, this requirement is not mandatory *provided* they have sufficient familiarity with the conference location and they intend to attend the conference they are planning in person.

Key Responsibilities: The Host Team Chair has the overall responsibility for the following conference planning logistics, including:
- Soliciting / recommending potential Host Team members to submit their volunteer forms via the ACA website [https://archivists.ca/Volunteer];
- Requesting the ACA Secretariat review the membership status of prospective volunteers to ensure they are indeed members in good standing, and then submitting their final volunteer list to the CPC for review prior to CPC's submission of this list to the Board of Directors for approval;
- Guiding Host Team volunteers in developing a social program and local hospitality options for delegates;
- Recruiting additional event-specific volunteers as needed;
- Submitting all proposed activities and hospitality options along with a comprehensive budget to the CPC for review prior to CPC's submission of this draft budget to the Board for consideration/approval;
- Connecting with the provincial / territorial archival councils / associations regarding their current education stream sessions and professional development needs, then sharing this information with the Conference Planning Committee (CPC);
- Ensuring smooth and regular flow of communication between the Host Team members and the Program Team, through consistent attendance at the CPC meetings;
- Identifying Host Team working group leaders (when needed) to both the CPC and ACA Secretariat to ensure consistent and open communication takes place throughout the conference planning and facilitation process;
- Ensuring Host Team members become familiar with content of the ACA *Conference Operations Guide* and SharePoint site; direct questions and any suggestions for updates to the *Guide* to the CPC;
- Liaising with past and forthcoming Host Chairs, as appropriate;
- Identifying host shepherds for each social activity;
- Ahead of the conference opening, compiling one list of local emergency contact numbers (e.g. cell phone) for shepherds, ACA staff, the Board, tech support, etc. as well as, a separate list featuring names/numbers for local service providers, such as local tour guides, banks, conference pub, taxis, etc.;
- In consultation with the CPC identify Indigenous communities upon whose land the conference takes place and develop an outreach and engagement plan which provides benefits to the Indigenous community/organization, as well as to conference registrants;

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- In consultation with the Executive Director work to identify, invite and support conference sponsors and trade show exhibitors; and
- In consultation with the Program Chair and Host Team members, preparing a Post-Conference Debriefing Report to the CPC.

Conference Host Team Members

Role: The Host Team arranges social events and hospitality options for conference attendees which align with the fundamental purpose of ACA conferences (see "Event Context" on p.1), the ACA's Equity Commitments, and which upholds the ACA's Code of Conduct. Events should also support, where possible, the conference theme. Such activities could include, *but are not limited to*:

- Walking or virtual tours of heritage areas or other locations of significance within the host city/region;
- Visits to local cultural and/or heritage facilities, with possible attendance at an event or festival;
- Identification of a conference pub and/or café location for attendee socialization
- Class led by appropriate members of the Indigenous community(ies) on which the conference is held to educate attendees on the language, history, culture, art, etc. of host Nation(s);
- Yoga session, group walking break, or other form of group physical activity;
- Connecting to local restaurants, pubs, wineries, etc. to arrange a coupon or other discount code for conference attendees to promote visitation, and then promoting that listing to attendees;
- Arranging a First Timer's Event and Welcome Reception at the conference opening and a Dinner and Dance at the conference close.
- See also, "Past Tours & Events" at the end of this document.

Qualifications and Selection Process: Host Team volunteers must be ACA members in good standing (either Individual or Institutional reps), who can commit to attending regular meetings of the Host Team, and who have the capacity to undertake the active conference planning work and event facilitation required of this position. Ideally (for in-person or hybrid conferences) volunteers should also be geographically located in the same location as the planned conference so they can provide on-site support throughout the conference.

Except for any ex-officio members of the Team, the Host Chair selects prospective members of their Team from the volunteer forms submitted via the ACA's website [https://archivists.ca/Volunteer]. The Chair must then review this list with the Secretariat to ensure all prospective volunteers are indeed ACA members in good standing. Once vetted for membership, the Chair submits candidate names to the Board of Directors for approval *ideally* fourteen (14) months *prior* to the conference. The selection process must align with the ACA's Equity Commitments.

Past Tours & Events

A quick summary of the tours and events offered in conjunction with the ACA Conference over the past few years follows:

- 2021 Virtual Online Conference: Film Screening Night, IQ Trivia Night, Paws for Coffee, Yoga, Crafting Circle
- 2020 Virtual Online Conference – no social events

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- 2019 Film Night, no charge
- 2019 Toronto Noir - Gangsters and Gallows walking tour, $ 15 cash, capacity 25/25 (fees paid at event/spots reserved – should have had folks pay in advance)
- 2019 Heritage Toronto Walking Tour - The Ward $20 / 30 +

- 2019 Pride Tour - LGBTQ & History in the Village walking tour, $ 20.00 cash / 30 +
- 2018 City of Edmonton Walking Tour, $15 (Friday) 30/30
- 2018 Mid-Century Modern Film Night, no charge 25/75
- 2018 High Level Bridge Streetcar, $15 (Thurs) 25/30
- 2018 Bioware Tour, 20/20
- 2017 Indigenous Walking Tour, $15 (Friday) 30/30
- 2017 Historical Tavern Tour, $20 (Thurs) 25/40
- 2017 Movie night at the Mayfair, $15 (Thurs) 100/200
- 2017 Sneak Peek of Canada's History Hall, Canadian Museum of History
- 2016 Virtual Tour, Library at Night (bilingual), $15 (Wed) 10 of possible 40
- 2016 Canadian Centre for Architecture guided tour, $5.50 (Thurs) 31 of 31
- 2016 Church of the Gesù (bilingual) guided tour, $5.50 (Thurs) 13 of possible 40
- 2016 Bistro Brasserie Les Soeurs Grises tasting and tour, $23.50 (Thurs) 16 of 16
- 2016 Catastrophes! Tragic Events in Montreal walking tour, $3 for guide (Fri) 35 with min. of 10
- 2016 Cité Mémoire (mobile app) walking tour, n/c (Fri) 13 of possible 25
- 2015 Pitchfork Fondue, $35 (Thurs) 35 of possible 60
- 2015 On the Trail of the Far Fur Country Film, n/c (Thurs), open to the public
- 2015 Regina Cyclone walking Tour, $5 (Fri) 24 of possible 25
- 2015 Regina Riot and On-to-Ottawa Trek Walking Tour, $5 (Fri) 25 of possible 25
- 2015 Cancelled: RCMP depot tour; set for Wednesday am; only 4 registrants, min 10
- 2014 Cougar Annie theatrical play presentation, $20 (Thurs) 62 of possible 125
- 2014 Cultural Memory and Indigenous Identity Lecture, $27 (Thurs) 30 of possible 100
- 2014 Beervana pub tour, $50 (Thurs) 34 of possible 60
- 2014 Chinatown walking tour, $15 (Fri) 43 of possible 50
- 2013 Architecture, Spies, Hieroglyphics and Hidden Codes Tour, $39 (Tues) 13 of possible 20
- 2013 Naughty Bawdy Walking Tour $12 (Tues) 18 of possible 25
- 2013 Canadian Museum for Human Rights Tour, n/c (Wed) 12 of 12
- 2013 Murder, Mystery and Mayhem Walking Tour: $12 (Thurs) 20 of possible 25
- 2013 An Evening of Archival Film: n/c (Thurs) 65 of possible 97
- 2013 Boom and Bust of Winnipeg Walking Tour: $12 (Thurs) 20 of possible 25,
- 2013 Cancelled:
  - View from the Vaults Museum Tour $30, 3 of possible 30
  - Heart of a Nation Trolley Tour, $27, 4 of possible 32
- 2012 White Pass & Yukon bus/rail to Skagway (available commercial tour)
- 2012 Historic Whitehorse Walking Tour and bagged lunch, $12 (Sat) 30 of 30
- 2012 Millennium Trail: 5km walk –run, n/c (Sat) 18 of possible 20
- 2012 Miles Canyon Walking Tour: 2hr. morning hike, $5 (Wed) 20 of possible 21
- 2012 Yukon Cultural Show: evg. of music, song, poetry, n/c (Thurs) 93 of possible 120
- 2012 Yukon Wildlife Preserve Tour: 1 ½ bus tour of the site, $27 (Fri) 29 of 29 seats

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- 2012 Takhini Hot Springs: swim in the hot springs, $27 (Fri), 26 of possible 27
- 2011 Niagara Wine & Museum Tour 1-day bus trip, $48.50, zero, cancelled due to low registration
- 2011 Archives of Ontario tour, 2-hour with refreshments, n/c, 39 registered, only 5 or 6 attended
- 2011 Kensington Market Walking Tour, n/c, 53 registered, max 60

- 2010 Lunenburg, full-day bus trip, $55 (Tues) 30 of possible 45 seats
- 2010 Tour of George's Island: boat transport with 1 hour on site, $30 (Thurs evg.), 60 of 60 sold
- 2010 Wool & Wine Tour: full-day bus trip, $45 (Sun) 30 of possible 45 seats
- 2009 Blackfoot Crossing: full-day bus tour, $55 (Tues) 40 of possible 44 seats
- 2008 Tour to Saint John & south coast: $50 (Tues) 12 of possible 52 seats
- 2008 Tour to Kings Landing, 1/2-day bus tour, $45 (Wed) 29 of possible 48
- 2007 Winery Tour in Historic Prince Edward County: Bus tour visit to 3 wineries. (Wed) $53; 13 paid of 55 possible (switched to smaller bus)
- 2007 1000 Islands Boat Cruise: 3-hour boat cruise, $35 (Thurs evg.) 138 paid of 200 possible
- 2006 no Host-arranged day tours; partnered with local tour operator for delegate discounts on variety of commercial tours
- 2005 1885 Resistance tour to Batoche: full-day bus tour $25 (Wed) 37 paid, max 50
- 2004 group to Expos ball game: approx. 20; group tickets with small discount
- 2004 Historic Montreal: guided walking tour, approx. 25; max 25, $??