
CONFERENCE SERVICES COORDINATION

PURPOSE: The BSU Conference Services Office provides continuity and coordination among departments of the University when providing services to the members and agencies of the general public or to the University departments.

I. Description of Conference Services

- A. The University primarily serves the University community and groups that further the institution's academic mission, are of a community service nature, are youth education oriented, or are sponsored by governmental bodies.
- B. The Conference Services Advisory Committee advises the Coordinator of Conference Services at BSU. Enabling documents for the Conference Services Advisory Committee are available in the Student Union Administrative Offices. The Committee:
 1. Recommends policies to the Coordinator as they relate to the operation of the University Conference Services program;
 2. Functions within the guidelines established by the enabling documents;
 3. Reviews proposed and scheduled uses of the Conference Services Office; and
 4. Prepares, on an annual basis, the Report of Summer Conference Activity, which summarizes all non-academic (conferences, special events, Extended Studies) activity on the campus during the summer months (mid-May through mid-August). This report is available for inspection at the Student Union Administrative Offices.

II. Administration and Governance

- A. The Assistant Director for the Student Union serves as the Coordinator of Conference Services at Boise State.
 1. The Coordinator of Conference Services is a non-voting, ex-officio member.
 2. The Coordinator of Conference Services provides secretarial services for the purpose of recording all activity of the Advisory Committee and notifying members of meeting dates, times and place of meeting.
- B. The Office of Student Union Operations serves as the base for providing the functions required of the Coordinator of Conference Services.
- C. The Coordinator of Conference Services:
 1. Plans and implements a marketing program for attracting appropriate conference groups to the University;
 2. Confers and coordinates with those campus departments and community agencies whose services are required or requested by the planners;
 3. Communicates rate structures and services available for those departments within the University which have requested this service to be provided by the Conference Services Office;

4. Establishes dates of availability with the conference planners;
5. Coordinates contracts and letters of agreement for all campus facilities and services except for the Pavilion, Morrison Center, and Bronco Stadium;
6. Administers conference accounts, consolidates the financial transactions and prepares budget and financial reports of the conference activities; and
7. Maintains ongoing contracts with conference planners and establishes liaisons with other Boise facilities/services and with the Boise Convention and Visitors Bureau.

III. Committee Membership

- A. The Committee is comprised of eleven (11) members with one representative from each of the following BSU departments
 1. Student Union & Activities;
 2. Pavilion;
 3. Student Residential Life;
 4. Athletics;
 5. Financial Affairs;
 6. President's Office;
 7. Extended Studies;
 8. University Food Service;
 9. Morrison Center;
 10. Registrar's Office; and
 11. Department of Health, Physical Education & Recreation (HPER).
- B. The chairperson and vice-chairperson of the Committee are elected by a majority vote of the voting members on an annual basis, with the terms of office running from September 1 through August 1 each year.
- C. In the absence of the chairperson, the vice-chairperson will assume all duties of the chairperson.
- D. The Committee meets a minimum of once each academic semester and once during the summer session. Additional meetings may be requested by the chairperson to conduct committee business.

IV. Description of Conference Coordination

- A. The University's conferencing activity is primarily during the summer months when campus facilities are available for use by groups beyond the BSU community. Conference coordination schedules groups that desire to use University facilities in a manner that balances their needs while maintaining a consistent schedule of activity on the campus in the summer months.
- B. To be eligible for campus conferencing facilities, groups that do not meet the criteria in I.A. above should meet at least one of the following criteria:
 1. The group was referred by the Boise Convention & Visitors Bureau;
 2. No other comparable facilities are available in Boise;
 3. Group was referred from a local hotel, or is using local hotel facilities at multiple sites;
 4. Leadership of the organization is affiliated with BSU faculty, staff, students, or alumni;
 5. The group has a tradition of utilizing BSU (for at least several years); or
 6. The group is specifically approved by the Coordinator of Conference Services as an extraordinary exception, i.e., group that wish to use University facilities solely because they want to be on a university campus.