**ATTACHMENT 3: APA CONFERENCE PLANNING HANDBOOK**

Additions shown by single underlining and deletions shown by ~~strike-out~~ type.

**Article V. C. Review Process for Session Selection**

### Guaranteed or “By-Right” Sessions

Regular sessions are divided into groups: sessions that are guaranteed or allowed “by-right” by APA California (see below); local sessions (could be approximately 20 percent of the total number of regular sessions); and non-local sessions that fill out and balance of the program.

Guaranteed sessions are reserved for groups within the Chapter that offer particular perspectives or learning opportunities to members, are topics that the Chapter supports including at every conference, or are necessary for maintaining AICP certification. While these are guaranteed sessions, organizers must still submittal session descriptions by the online submittal deadline. The VP Conferences will reach out early to the organizers of the guaranteed sessions to determine if they will be submitting a session(s). An organizer can pass on presenting a session, which would free up space for a session selected from submittals.

Some sessions are reserved for organizations that are part of APA such as the California Planning Foundation (CPF), California Planning Roundtable (CPR) and Planner Emeritus Network (PEN). The topics for these sessions should be known during the review of submittals. CPF, CPR and PEN sessions present subject matter that is not unique to those organizations, so their session should be considered along with others submitted on a similar topic.

Identify the total number of regular sessions you can accommodate in your schedule. Reserve approximately 15 session slots for guaranteed sessions. Allow approximately ten sessions that qualify for Law CM credit. Reserve at least three sessions for Ethics CM credit, which can include the Diversity Summit. Reserve one session that focuses on indigenous communities. Finally, approximately 20 percent of the total number of sessions can be claimed as “local sessions.” The number of local sessions will depend on session room availability and the quality of proposals that address local planning topics. Note that Law, Ethics and local sessions can be selected from submitted session proposals. Refer to the table below for an approximate distribution.

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| **Minimum Allocation of Guaranteed Sessions** | **What we might look forward to (Regular Sessions)** |
| Annual Legislative Update | 1 | Organized by APA California Executive Director, and VP Policy and Legislation. Legislative Update qualifies as a CM Law session. | 1 |
| Commission & Boards | 3 | Organized by C&B Representative or designee, three sessions of interest to C&B members and. These sessions will be advertised to C&B members, but because other attendees may also be interested in the topics, it should not be noted that the audience is “C&B Only”. | 3 |
| AICP Exam Preparation | 1 | Organized by AICP Exam Coordinator and VP Professional Development. | 1 |
| Planner Emeritus Network (PEN) | 1 | Organized by PEN President, open topic. | 1 |
| California Planning Foundation | 2 | Organized by CPF. one regular session and one session on Student Day is typical. | 1-2 |
| California Planning Roundtable | 2 | Organized by CPR, two mandatory sessions, but a third can be considered if requested; one leadership session and one open topic. | 2-3 |
| CPR – Essential Professional Skills | 1 | Organized by CPR, two consecutive 90-minute sessions on professional skills for mid-level planners. | 1 |
| Section Directors | 1 | Organized by Section Directors, open topic. | 1 |
| Chapter President | 3 | Organized by Chapter President or designee, open topic. One Chapter President session, and two optional sessions. | 3 |
| Chapter Historians | 1 | Organized by Chapter Historians, session providing a historic retrospective on California planning or a planning pioneer | 1 |

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| CM Law | 3 | Can be selected from session proposals. Select approximately ten law sessions. which typically include the Legislative Update and CEQA Update. | 10 |
| CM Ethics | 2 | Can be selected from submitted proposals; two minimum and three preferred. Reach out to AICP Region VI Representative to consider presenting the APA National Ethics Case of the Year. “Survivor Island” has been a repeating ethics session, and Diversity Summit can also qualify for ethics credit. | 3-4 |
| CHC – Local Selection | 10 -15% | Selected from submitted proposals or organized by CHC to highlight planning in the host city and region. Can be10-15 percent of all sessions. | 10-15% |
| VP Diversity & Equity | 1 | Organized by VP Diversity & Equity, one session that focuses on issues impacting indigenous communities in California or the United States.  | 1 |

Trends in several areas of session selection are represented in the above table and reflect a goal of attracting new conference attendees such as commission and board members, allied professionals, and attorneys. Incorporating several guaranteed focused sessions for commission and board members can attract more appointed officials to the conference. Grouping these sessions on a weekend day (e.g. first day for the conference) might attract participation from officials that have difficulty taking a day off to attend the conference. The conference might also entice them to become members of APA because of the professional development offerings available.

Student sessions are not identified in this matrix because they do not occupy regular session slots where priority is on CM creditworthy offerings. While the sessions for “Student Day” can be solicited or created by the Student Subcommittee directly, the Programs Subcommittee may find that some submittals are beneficial for students. These can be referred to the Student Subcommittee or put in a regular session slot on Student Day.

Local sessions can represent approximately 20 percent of the total number of regular sessions at the conference if the depth of local subject matter warrants it. The identification of a local session can be one that the CHC feels strongly must be included in the program, features local speakers, or highlights accomplishments within the host Section. The CHC may want to highlight this opportunity to Section members and encourage submittal of sessions through the regular CFP submission process. It is NOT mandated that 20 percent of the sessions MUST be local sessions; conversely, if more than 20 percent of all sessions proposed are from the host Section, it does not mean that local sessions must be rejected because they are local. A session can highlight a local issue while also address a topic of statewide significance.

**ARTICLE VIII: OTHER MANDATORY ITEMS**

## ADA COMPLIANCE AND NOTICE IN REGISTRATION MATERIALS

For ADA compliance, notice shall be included in in registration information indicating that the conference hotel and meeting space are ADA compliant and that reasonable accommodations will be made if a registrant provides early indication of special needs.

## RESERVE HOTEL ROOMS FOR APA CALIFORNIA BOARD

A block of rooms shall be set aside for Board members. Invited guests, and staff at the main conference hotel (see Section III.L). A deadline for confirming these reservations will be established by the Conference Manager and the VP Conferences. The Board and staff shall be informed of the deadline and steps necessary to ensure that they have rooms in the main conference hotel. The Conference Manager shall request that the hotel provide upgrades (view, suites, and larger rooms) for APA California Board members’ rooms. The number of available upgrades will vary year to year depending on the hotel contract.

## EXTRA HOTEL ROOMS

The Conference Manager shall reserve an additional five rooms for unanticipated guests or last-minute Conference Committee use.

## REGISTRATION AND CONFIRMATION

All registrations are completed online by the attendee or their agent prior to the conference. Registration may be kept open online until the day of the conference opening. The registration system must be set to provide automatic confirmation of registration to the attendee, with instructions about deadlines and how to change or cancel registration if necessary. Online registration is preferred, but applications can be accepted by mail with an additional fee for manual processing. An additional fee will also be charged for onsite registration.

### SUSTAINABILITY PRINCIPLES

Promoting responsible sustainable practices for the meeting facility, hotels and conference events is a prime objective of the Chapter (see ***Appendix Q***). While eliminating/reducing the printing of a conference program and other materials is a beneficial direction, the CHC is also encouraged to explore other solutions. The initial decision on the conference site should consider the convenience of alternative transportation modes to reach the conference site to reduce greenhouse gas emissions. Further items to consider include, but are not limited: using caterers that commit to green practices, sustainable farming and fishing, or locally- sourced foods; providing bike and transit options for attendees; or creating a carbon offset fund.

### F. LAND ACKNOWLEDGMENT

All conference sessions including opening and closing events shall begin with land acknowledgment in accordance with APA California’s Guide to Land Acknowledgment. The VP Diversity and Equity shall provide VP Conferences with sample land acknowledgment for each conference for distribution to conference session organizers.