

Host Campus SAC Conference Responsibilities

Coordination with SAC Advisor (USG Enrollment Management & Student Affairs Office). Maintain consistent communication with the SAC Advisor in the USG Office regarding all logistics for the SAC Conference.

Assist with reserving on-campus meeting spaces for the duration of the conference. If fees are required, the hosting campus will cover these costs.

Coordinate with local hotels or on-campus housing to secure room block rates.

Organize all food and beverage arrangements for the conference.

Support logistical arrangements for conference speakers.

Serve as the liaison between the University System Office and third-party vendors (e.g., food and lodging services).

The hosting institution is not required to provide conference giveaways, but may choose to do so.

The hosting institution will pay for meeting space and catering expenses upfront. USG will reimburse the host institution for these costs after the event.

Planning and Conference Preparation

Maintain regular contact with SAC Advisors during the planning phase.

Participate in conference planning teleconferences.

Contribute to the development and review of the conference agenda.

Conference Implementation

Attend the SAC Conference and assist with execution of the agenda.

Present topics as needed.

Facilitate breakout sessions as necessary.

Lead icebreakers and team-building activities as appropriate.