



2013 NATIONAL CONFERENCE ON GEOGRAPHY EDUCATION

January, 4 2012

2013 Local Conference Committee,

We are excited to begin preparations for the 2013 National Conference on Geography Education. This brief packet will provide you with important information related to NCGE's annual meeting. Since 1915, NCGE has held meetings all over the United States, Canada, and Mexico. Over those 98 years, many things have changed about how we conduct our annual meeting; however the thing that hasn't changed has been the support of the dedicated individuals at a variety of schools, universities and alliances who have worked very hard to support NCGE and help make our annual conference a success. NCGE has always had a close relationship with Colorado Geographic Alliance and we look forward to strengthening that relationship over the following year.

Planning the NCGE annual conference is a complex process with many moving parts. Our hope is that this packet will help demystify this process and clear up any confusion about conference roles and responsibilities.

A few years ago NCGE began to see revenues decline. This loss of revenue, especially revenue from print publications, required us to find new sources of income. The annual conference, while at times successful, had not always proved to be profitable and so the decision was made to shift the majority of conference duties away from the local committees and back to the central office. Administrative committee believed the conference could be more financially successful by having a more centralized and consistence conference planning process the. Whereas in the past, the local committee had done 75% of the work and the central office 25%, a shift was made to have the central office oversee the conference doing 75% of the work and have the local committee shift to 25%. This process has proved to be successful and now the annual conference is far and away NCGE's number #1 yearly revenue source.

A successful conference is vital to the health of our organization and we believe that we can continue this trend in Colorado. With the support of a strong local conference committee and a great location, we have the ability to be more successful than ever before. We look forward to working with you over the few months.

Sincerely,

Zachary Dulli & Jacqueline Waite
National Council for Geographic Education



National Council for Geographic Education
1145 17TH Street, NW, Room 7620, Washington DC, 20036
(202) 775-7841 / (202) 857-7695 / Fax (202) 618-6249
www.ncge.org



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LOCAL CONFERENCE COMMITTEE RESPONSIBILITIES

The local conference committee has several important responsibilities in preparing for the NCGE annual meeting. The following information will provide a brief overview of those responsibilities and is intended to serve as a starting point for conference planning and discussion. We have also tried to provide you with a central office point of contact for each one of the LAC responsibilities. Please contact this person directly with questions about that specific responsibility. If you are unclear as to who to direct a question towards you can always e-mail both Zach and Jackie.

(1) OPENING SESSION

The opening session of the National Conference on Geography Education is a very important event that sets the tone for the entire conference. The goal of this session is to welcome attendees and introduce them to the local culture and geography of the region. We want you to express your creativity with this session and help us get people excited about the days ahead. In the past this session has included musical & variety acts, videos, slide shows, speakers, and more. Once you have decided upon an idea for the opening session the central office staff will work with you to create an opening session script and make sure that all additional aspects including the usual welcome remarks by the NCGE President and technical requirements are covered. A deadline is provided for you to deliver to us your opening session proposed idea. Please review the schedule below for all important deadline information. It's important to note that NCGE will host an opening reception directly after the opening session. This event takes place in the conference exhibit hall with light snacks and drinks provided by NCGE. The NCGE staff will coordinate the opening reception. Questions about the Opening Session should be directed to Zach Dulli.

(2) FIELD TRIPS

The largest task performed by the local conference committee is the coordination of the annual Field Trips. Conference field trips take place for 2 ½ days before and during the conference and follow this schedule:

- TUESDAY OF CONFERENCE WEEK: *All Day Field Trips and/or Overnight Trip (8:00am-11:00pm)*
- WEDNESDAY OF CONFERENCE WEEK: *All Day Field Trips (8:00am-11:00pm)*
- THURSDAY OF CONFERENCE WEEK: *Half-Day Afternoon (12:30-5:00pm) Field Trips*
- FRIDAY OF CONFERENCE WEEK: *No Field Trips (unless it's a late night trip- after 6:00pm)*
- SATURDAY OF CONFERENCE WEEK: *No Field Trips All Day*
- SUNDAY OF CONFERENCE WEEK: *Usually No Field Trips*

We ask you do provide us with a list of suggested field trips by the deadline provided below. We also ask that when preparing your suggested field trip list you provide us with as much information as possible. This includes all per-person ticket fees, parking cost, mileage to and from the location, if food will be provided etc. Once we review the information and have asked any questions we might have, selections can be made. Once we have made selections we will decide on trip pricing and ask you to provide us with a short description of each trip. We will keep you updated as to registration numbers and one month before the conference decide if we should cancel any trips if they are not meeting our minimum attendance requirements. Finally we ask that one person from your committee



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be chosen as the main point of contact for the NCGE staff and the field trip guides. We will coordinator directly with this person about all field trip related matters. Questions about the Field Trips should be directed to Jacqueline Waite.

(3) VOLUNTEERS

Volunteers are the backbone of any NCGE conference and we need your to help us make sure we have a large team who are prepared for Denver. Ideally we need 20-30 volunteers who are available for most or all of our main conference days. Volunteer task include: conference bag stuffing, pre-conference set-up, field trip departure coordination, registration assistance, session room management, awards ceremony preparation, AV support, and more. Once we have completed a preliminary conference schedule (*we will have this completed within a week of our pre-conference site visit*) we will be able to provide you with a volunteer schedule. We also request that one or two people from your committee act as volunteer coordinators for the conference. Questions about volunteers should be directed to Jacqueline Waite.

(4) DINNER ENTERTAINMENT

After years of eating rubber chicken and listening to endless speeches, NCGE decided a few years ago to change the way we celebrated the end of the conference and turn the final dinner into a party. Since this shift we have asked the local arrangements committee to provide us with a list of local entertainment suggestions for this celebration. Cost is of course a factor and while we too would love to have Bruce Springsteen and the E Street Band play at this event we ask for suggestions that are affordable (app.\$500-\$1000) for a few hours of entertainment. Questions about Dinner Entertainment suggestions can be directed to Zach Dulli.

(5) SPONSORSHIPS

NCGE has several options available for conference sponsors (sponsorship packet will be available 1/9) our goal for 2013 is to bring in \$20,000 in conference gifts. NCGE will send out formal letters asking for conference donations but as with any type of fundraising effort, personal relationships go a long way. Any advice or suggestions about potential sponsors is always appreciated. Please feel free to use the attached sponsorship packet to reach out to possible sponsors or contact the central office to have us reach out directly. Please send suggestions or contacts to Zach Dulli.

(6) EXHIBITS

Exhibitors are an important part of any NCGE conference and as with sponsors any information or leads you can provide is extremely helpful. You are also welcome to reach out to potential exhibitors about the conference and are welcome to use the 2013 NCGE Exhibitor Information packet. Finally the Colorado Alliance will be provided with an exhibit booth in the exhibit hall at no charge. If you do not want to exhibit at the conference please let us know and we will not reserve the space. Please send suggestions or contacts to Zach Dulli.



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GENERAL CONFERENCE INFORMATION

The following information should give you an overview of the conference as well as provide you with the answers to some very common conference questions.

OFFICIAL NAME: NATIONAL CONFERENCE ON GEOGRAPHY EDUCATION. *(It is very easy to mix up Geographic and Geography. We have done it for several years in fact but Geography is correct).*

DATES: AUGUST 1-4, 2013 *(Pre-conference meetings and events begin on July 30th)*

AGE: 98TH CONFERENCE

THEME: REACHING NEW HEIGHTS IN GEOGRAPHY EDUCATION

WEB-SITE: WWW.NCGE.ORG

TWITTER HASH-TAG: #NCGE2013

LOCATION: DENVER MARRIOTT CITY CENTER

HOTEL ADDRESS: 1701 CALIFORNIA STREET · DENVER, COLORADO 80202 USA

HOTEL PHONE: 1-303-297-1300

HOTEL FAX: 1-303-298-7474

HOTEL RATE: \$155.00 + TAX PER NIGHT. *(Conference attendees can receive the special rate if they register via the special hotel registration site Marriott has created for us or by calling 1-303-297-1300 and asking for this special offer.)*

CONFERENCE REGISTRATION RATES

NCGE has several different conference rates available to conference attendees. Below is a chart that explains the 2013 rates.

2013 CONFERENCE REGISTRATION RATES	EARLY BIRD REGISTRATION	REGULAR REGISTRATION
Member	\$290.00	\$345.00
Non-Member	\$390.00	\$445.00
Retired Member	\$220.00	\$275.00
Student Member (Full Time)	\$220.00	\$275.00
Spouse / Partner	\$220.00	\$275.00
One-Day	\$220.00	\$275.00
Colorado K-12 Teacher	\$220.00	\$275.00
Alliance Member	\$260.00	\$310.00
	Ends May 31	After June 1



National Council for Geographic Education

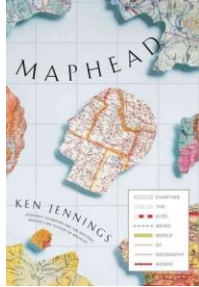
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2013 KEYNOTE SPEAKER

The 2013 National Conference on Geography Education Keynote Speaker will be All-Time Jeopardy Champion and *New York Times* best-selling author of *Maphead: Charting the Wide, Weird World of Geography Wonks* **Ken Jennings**. Mr. Jennings will speak on Friday afternoon and sign copies of his book. For more on the book and on Ken check out this great story from NPR [Love Longitude? 'Maphead' Locates Geography Buffs.](#)

2013 CONFERENCE RELATED DATES

JANUARY 2013

- 1/9: Proposal Submission Opens / Meeting Request Accepted / Awards Begins/ Early Bird Registration Opens
- 1/10: Conference Social Media campaign begins
- 1/11: Information sent to possible Sponsors/Exhibitors/Ad leads
- 1/18: Conference postcards are mailed to schools in Colorado and other selected locations.
- 1/28-1/30: Zach, Jackie and Luis visit the Denver Marriott for conference planning and meet with LAC.

FEBRUARY 2013

- 2/4: Field Trip suggestion list from LAC is due to NCGE Central Office.
- 2/11: Follow up sent to possible Sponsors/Exhibitors/Ad leads.
- 2/13: Field Trips are announced and available for purchase on the NCGE web-site.

MARCH 2013

- 3/11: Follow up sent to possible Sponsors/Exhibitors/Program ads
- 3/15: Deadline for Opening Session plan from LAC to NCGE Central Office
- 3/25-3/29: Denver Public Schools Spring Break

APRIL 2013

- 4/9-4/13: NCGE promotes conference at AAG conference in Los Angeles.
- 4/10: Deadline for session abstract & award submissions
- 4/22: follow up sent to possible Sponsors/Exhibitors/Program ads
- 4/25: Deadline for LAC program "Thank You" list for program and opening session speaker(s) photo and bios.

MAY 2013

- 5/3: Digital Conference Program Draft Due
- 5/8: On-line Conference Program Available
- 5/15: Follow-up sent to Sponsors/Exhibits/Program ads
- 5/15: Deadline for booking Field Trip transportation
- 5/17: Awards Committee deadline



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5/22: Awards announced
5/31: Early-Bird Registration ends

JUNE 2013

6/3: No registration refunds after today.
6/3: Conference supplies deadline
6/4: Last day for Denver Public Schools
6/14: Final follow-up sent to Sponsors/Exhibits/Program ads
6/21: Print program draft deadline
6/30: Deadline for exhibitor registration/ program ads/sponsorship listing
6/30: Deadline for ordering award plaques

JULY 2013

7/1: Print program to copy editor
7/8: Conference hotel rate ends
7/15: On-line registration ends
7/15: Program sent to printer
7/22: Conference shipping deadline
7/28: Central Office Staff arrives in Denver
7/29: Conference bag stuff /registration training /Early Registration opens in PM
7/30: NCGE Meetings & all-day Field Trips
7/31: NCGE Meetings & all-day Field Trips

AUGUST 2013

8/1: Conference begins & ½-dDay Field Trips (Opening Session in PM)
8/2: Full conference day (Sessions & Keynote)
8/3: Full conference day (Sessions, Awards and Final Party)
8/4: Conference ends

CONTACT INFORMATION

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