

## **Host Campus SAC Conference Responsibilities**

- Maintain constant contact with the SAC advisor (graduate assistant in the USG office) regarding logistics of the SAC Conference.
  - Assist with reserving on-campus meeting space for the entire conference.
  - Assist with contacting local hotels for room block rates.
  - Assist with ordering food for the entire conference, including snacks.
  - Assist with logistics needs for speakers.
  - Serve as the liaison between the University System Office and any third party contracted for services (i.e. food and lodging).
  
- Maintain constant contact with the SAC advisor (graduate assistant in the USG office) with this particular SAC Conference planning.
  - Participate in conference planning teleconference calls.
  - Assist in creating/providing feedback for conference agenda.
  - Assist in determining the appropriate conference fee.
  
- Attend the SAC Conference and assist in implementation of the agenda.
  - Present topics at the conference as necessary.
  - Facilitate break-out sessions as necessary.
  - Run icebreakers/team builders as necessary.

Please note it is the SGA President's responsibility to host/run the SAC Conference once the Conference begins. It is also strongly preferred to have the President at the institution address the SAC students when on the campus.

### **Previous Host Campuses include:**

Clayton State University  
Gainesville State College  
Georgia College and State University  
Georgia Perimeter College  
Gwinnett University Center  
Kennesaw State University  
Macon State University

### **SAC Advisor (Student Affairs Graduate Intern Board of Regents of the University System of Georgia) Responsibilities:**

- Provide all information to the students of SAC about the conference including posting registration information to the SAC website and serving as the main contact person for the SAC Conference.
- Collect registration fees for the SAC Conference.
- Contact and coordinate guest speakers for the SAC Conference.
- Follow up with host campus after the conference to pay any bills incurred during the SAC Conference.