Host Campus SAC Conference Responsibilities

• Maintain constant contact with the SAC advisor (graduate assistant in the USG office) regarding logistics of the SAC Conference.
  o Assist with reserving on-campus meeting space for the entire conference.
  o Assist with contacting local hotels for room block rates.
  o Assist with ordering food for the entire conference, including snacks.
  o Assist with logistics needs for speakers.
  o 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.
  o Participate in conference planning teleconference calls.
  o Assist in creating/providing feedback for conference agenda.
  o Assist in determining the appropriate conference fee.

• Attend the SAC Conference and assist in implementation of the agenda.
  o Present topics at the conference as necessary.
  o Facilitate break-out sessions as necessary.
  o 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.