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## **SABE's Mission and Principles**

### **SABE's Mission**

To ensure that people with disabilities are treated as equals and that they are given the same decisions, choices, rights, responsibilities, and chances to speak up to empower themselves; opportunities to make new friends; and to learn from their mistakes.

### **SABE's Current Goals**

1. Eliminate institutions by supporting support for us in our communities.
2. Making our organizations stronger
3. People with disabilities learn about issues important to our lives from our peers and allies.
4. SABE will be a political powerhouse to work on legislation that effects people with disabilities lives.
5. Equal employment opportunities for equal pay for all people.
6. People with disabilities will have self-advocacy at all stages of their lives with funding to support state, local and national self-advocacy organizations.
7. SABE will support affordable and accessible housing for all people in the community.

## Self Advocates Becoming Empowered National Conference

### Background

SABE hosts a national conference every two years. Each year a conference is hosted by a state or local self advocacy group from a different location across the US. This conference is a very important activity for SABE. Hosting a national self advocacy conference can be very hard, yet a whole lot of fun. It is the goal of this packet to provide your group with information on how to apply to be a sponsor of the conference,

The 2022 Conference will be the 30<sup>th</sup> year of our conferences. So, this is a very important one for SABE and the self advocacy movement.

### History of our Conferences

2020-Denver CO - *Moving Mountains- Cancelled due to COVID-19*  
Hosted by People First of Colorado

2018-Birmingham AL - *Disability Rights Are Civil Rights*  
Hosted by People First of Alabama, People First of Arkansas, People First of Georgia and Our Community Standing Strong

2014-Oklahoma City, OK – *The Sooner We Are Equal the Better*  
Hosted by Oklahoma People First

2012- St. Paul, MO- *It's About Fairness*  
Hosted by Advocating Change Together

2010 – Kansas City, MO – *Jazz it Up: Feeling the Music of Self Advocacy*  
Hosted by People First of Missouri and Self Advocate Coalition of Kansas

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2008 – Indianapolis, IN – *Rev Up Your Engines for Indianapolis – Self Advocacy’s Got the Fever!*

Hosted by Self Advocates of Indiana

2006 – Atlanta, GA -- *We Had a Dream, Now We Have the Power*

Hosted by People First of Georgia and the Southern Collaborative

2004 – Anaheim, California

Hosted by People First of California

2002 – Buffalo, NY – *Share the Spirit*

Hosted by Self-Advocacy Association of NY, Inc.

2000 – Providence, Rhode Island – *Ride the Wave*

Hosted by Advocates in Action

1998 – Anchorage, AK – *Pursue the Challenge: Leadership Conference for Self-Advocates (International Conference)*

Hosted by People First of Alaska

1996 – Tulsa, OK

Hosted by People First of Oklahoma

1994 – Alexandria, VA

Hosted by People First of Northern Virginia

1992 – Nashville, Tennessee

Hosted by People First of Tennessee

## BASIC REQUIREMENTS TO HOLD SABE'S NATIONAL SELF ADVOCACY CONFERENCE

These are the things that you need to think about in making a Bid for the Conference:

- **Dates:** SABE's National Self Advocacy Conference should be scheduled during a time of the year that looks at the weather and costs of hotel and meeting space. The conference schedule should begin Thursday evening and end on Saturday night.
- **Conference Agenda:** SABE's National Self Advocacy Conference must include regional meetings and SABE regional representative nominations on Friday and election of SABE Officers, SABE awards and officer's message on Saturday.
- **Accessibility:** The conference location and all conference activities must be ADA accessible.
- **Meeting Space:** Any selected site should be able to host a minimum of 1,000 self advocates and their needs for accessibility.
- **Hotel:** The site should be able to provide between 400-450 sleeping rooms for conference attendees, speakers, and people who help support the conference and have exhibit booths.
  - 10%-15% of these rooms be ADA accessible rooms with 20-25 Roll in Shower rooms available at conference hotel(s).
  - The Host Committee research's local hotels to make sure there is enough lodging for people who need these accommodations.
- **Food:** The conference site will need to be able to hold several different events with food – dinner for all people attending the conference on Thursday evening, all meals on Friday and Saturday. Snacks may be made available if costs can be managed within registration. The Host Committee should plan to provide meals for people who have special diet requests.
- **Transportation:** The Host Committee itself is not responsible for making transportation for conference attendees, but information should be made available about accessible, affordable transportation.

- **Presenters and Activities:** All speakers and keynotes must be self advocates and/or include a self advocate with the presentation. The host person of the conference must be a self advocate.
- **The focus** of the 2022 SARTAC will be determined by the conference committee and SABE. This conference is a Celebration of the 30<sup>th</sup> Anniversary of SABE and the self advocacy movement.
- **Entertainment:** Each Host Committee arranges for fun activities in which self-advocates can participate in at different points during the conference; likely days include Thursday, Friday, and Saturday evenings.
- **Conference Planning and Registration:** Groups looking to host this conference may want to use the services of a Third Party for contract negotiations and conference planning. It is suggested that the conference planning committee provide a lower fee equal to the costs of food for staff that will travel with you and support you at the conference.

## Financial

- The Host Committee must plan to fund all the conference activities.
- The conference costs a lot. SABE will share the budget and costs of past conferences with the host organization.
- The Committee must decide on the Registration fee.
  - Registration should include \$15.00 for membership for all participants including supporters and personal assistants.
  - Registration should cover the cost of meals for staff that travel with you and provide support.
- Registration Fees, Sponsorships and Exhibitors pay for all the meals, audio visual, keynote speaker costs, entertainment, SABE Board Registrations (21), T-shirts, bags, and other event costs.
- Careful planning must occur, so the host organization does not lose money.
- SABE does not have a lot of extra funds so we cannot help if the conference loses money.
  - If a loss occurs, the Host Committee will claim a portion of the loss from the membership fees obtained while collecting

registration costs. In addition, SABE will assist conference committee to plan for a conference that makes money.

- SABE may provide financial support to the host organization to assist with conference costs.
  - If SABE agrees to do this, it is the hope that if the conference makes a profit the hosts share this with SABE.
  - SABE will discuss this based on its financial support and technical assistance provided.
- Sponsors and exhibitors of the conference are important to the conference.
  - The Host Committee is responsible for looking for people to sponsor the conference.
  - **SABE also requests that the Host** cover the expenses for *SABE Officer Elections*.
    - This means that the hosts support election voting technology and equipment recommended by SABE (for example, Prime III from Florida State University)
    - This costs about \$5,000 to pay for students to attend from Florida State University
      - This is for airfare, hotel, and meals at the conference.

## **SABE'S ROLE IN THE NATIONAL SELF ADVOCACY CONFERENCE**

SABE is involved in the planning of the National Self Advocacy Conference in the following ways:

- SABE selects the Host Committee after reviewing letters of interest.
- SABE's executive committee appoints 2-5 board members, advisors, and project staff to work with selected hosts of conference.
- SABE's board visits the conference location before the conference to make sure it is accessible and overall happy with the planning.
- SABE helps talk about the conference to its membership and self advocates organizations.
- SABE selects recipients for the Roland Johnson Award

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- This award which is given to a self advocate who has been a leader in the movement.
- Other awards to organizations and supporters of the movement.
- SABE pays for these awards.
- SABE and planning committee approves all surveys conducted at conference and shares SABE's grants during the conference.
- SABE will provide the website and examples for the conference. The website is [www.sabe.confernce.org](http://www.sabe.confernce.org).
- In addition, SABE will provide technical assistance regarding event management tools and conference management used on the site.

## HOST COMMITTEE RESPONSIBILITIES

The host committee will be responsible for the planning, sharing information and money details of the national conference. Below are the responsibilities for a host committee:

Make sure all conference activities are ADA accessible, including hotel accommodations and conference materials should address ADA compliance (508).

1. Pass out conference brochures and updates to interested parties, including self-advocacy organizations, planning councils, UCEEDs, state organizations, and providers.
2. Maintain conference website.
3. Find and train volunteers for conference.
4. Identify potential sponsors/exhibitors, obtain sponsorships.
5. Manage registration - by selecting a third party or the Host Committee accepting, managing, and processing payments.
6. Design and produce conference materials - brochures, save the date flyers, name tags, conference booklet, and signage.
7. Plan and organize entertainment for conference - includes evening activities, flag or banner ceremony, and decorations
8. Find a photographer and/or videographer for conference.
9. Manage Media - like advertising on local tv or Facebook pages – for event.
10. Find and plan for audio visual needs for conference.
11. Provide space for the SABE Officer Elections voting area.
12. Each host committee produces a Post Conference Report of the conference with a summary of fundraising strategies, things that got in the way of making the conference good and recommendations, as well as information about the budget and logistics of the conference for the next host committee to use. This Report is due within 90 days of the conference.

## BID SUBMISSION

If your organization would like to have a SABE Conference in your state, please make sure your work is complete and turn in this packet to the President of Self Advocates Becoming Empowered by October 1, 2021.

- Please send us a letter if you would like to have the conference in your state.
- If more than 1 state and organizations is going to help put the conference together, please list all the states and organizations that will be a part of the conference
- Conference theme
- Proposed learning outcomes
- Information about the host self advocacy organization - must be a 501 (c) 3) or have another organization manage your finances that is a 501-(c) 3.
- Draft schedule, including conference highlights tell us about the extra activities you could have for people to do.
- Proposed budget
- At least one letter of support from a UCEDD, DD Council, or other state agency
- Must be signed by someone who is responsible person who makes decisions how your organization spends your money.
- Any additional information you would like to share

You can mail your bid to: [sabenation@gmail.com](mailto:sabenation@gmail.com) with subject line of SABE 2022 conference bid.

**Bid packets must be received by October 1, 2021.**

***Best wishes in your bid submission!***

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**Conference Bid Packet Checklist**

## CONFERENCE CHECKLIST

This Checklist must be attached to the Bid Packet and signed by the host self advocacy organization authorized representative. If the Conference Bid submitted by this group is selected, this document will then be signed by the SABE President and serve as the Conference Cooperative Agreement.

\_\_\_\_\_ The Conference Host Committee's Letter of Intent is attached.

\_\_\_\_\_ The Conference Host Self Advocacy group is a 501 (c) 3 or has a fiscal agent.

\_\_\_\_\_ The Conference Host Committee understands that the conference planning is an equal partnership among all lead agencies.

\_\_\_\_\_ The Conference Host Committee agrees to meet all planning requirements listed in the Bid Packet (Pages 9-10).

\_\_\_\_\_ The Conference Host Committee agrees to all financial points listed in the Bid Packet (Pages 6-7).

\_\_\_\_\_ The Conference Host Committee agrees to include the SABE 2-year Membership Fee into the Registration Fee (Page 6).

\_\_\_\_\_ The Conference Host Committee will do their best to give free registration for SABE Board members and national advisors (21 people - page 7).

\_\_\_\_\_ The Conference Host Committee will allocate \$5,000 to support the travel expenses (airfare, hotel) and waived conference registration for the volunteers and voting technology equipment used for the SABE Officer Elections (Page 7).

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\_\_\_\_\_ The Conference Host Committee agrees to if a profit is made, the host will agree on an amount to share with SABE based on financial support and technical assistance provided by SABE. If no profit is made, but a lost, SABE will not be responsible

\_\_\_\_\_ The Conference Host Committee understands and agrees to all the responsibilities of a Host Committee as outlined in the Bid Packet (Pages 9-10).

\_\_\_\_\_ The Conference Host Committee understands and agrees to all the responsibilities of SABE as outlined in the Bid Packet (Page 8).

\_\_\_\_\_ The Conference Host Committee has attached at least one Letter of Support from a UCEDD, DD Council, P&A, and/or another state organization.

\_\_\_\_\_ The Conference Host Committee understands that a Post Conference Report must be submitted to SABE within 90 days of the conference.

\_\_\_\_\_

Host Committee Signature

\_\_\_\_\_

Self Advocacy Group Representative

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email

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The signature of the SABE President indicates the selection of this Conference Host Committee as the sponsor of the SABE National Conference in \_\_\_\_\_.

\_\_\_\_\_  
SABE President Date

\_\_\_\_\_  
Address City, State, Zip code

\_\_\_\_\_  
Telephone Email