

Conference Chair(s)

Action: Form committees		
Action Steps:	Due Date:	Comments & Suggestions:
Registration Committee	12 - 18 months	Recommend 2 committee chairs
Treasurer	12 - 18 months	
Vendor Committee	12 - 18 months	Recommend 2 committee chairs
Marketing Committee	12 - 18 months	Recommend 2 committee chairs
Speaker /CE committee	12 - 18 months	Recommend 2 committee chairs
Site Committee	12 - 18 months	Recommend 2 committee chairs

Action: Meetings		
Action Steps:	Due Date:	Comments & Suggestions:
Set schedule for meetings for entire planning time up front		
Decide method of meetings		We used a free conference call which sent out email invitations, RSVPs, etc.
Have some meetings in person		
Ask committees to submit a report days prior to overall Planning committee meeting		Email report to all committee members as an attachment or place on shared server such as Google docs.
Orientation meeting		A. Discuss need for committee reports to keep overall conference planning meetings more efficient. B. Orient to any type of shared server, i.e. Google docs, and practice together.

Action: Additional Items to consider		
Action Steps:	Due Date:	Comments & Suggestions:
Committee gifts & thank yous	Day of Program	
Making recommendations for future conference planning and place on line to share with future planners.		

