

CONFERENCE PLANNING ASSISTANCE FORM

"The secret of education is respecting the pupil."

Ralph Waldo Emerson

Facilitator: _____

Office Location: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Conference Title: _____

Budget Code: _____

Educational Format:

Checklist:

- | | |
|--------------------------------|--------------------------|
| 1. Presenter/Discussant Format | <input type="checkbox"/> |
| 2. Structured Questions | <input type="checkbox"/> |
| 3. Workshops | <input type="checkbox"/> |
| 4. Roundtables | <input type="checkbox"/> |
| 5. Hands-On Participation | <input type="checkbox"/> |
| 6. Simulation Encounter | <input type="checkbox"/> |
| 7. Controversy Panel | <input type="checkbox"/> |
| 8. Poster Sessions | <input type="checkbox"/> |

Working with Program Committees:

1. Know and respond to all time lines and deadlines.
2. Report to chairperson and staff liaison immediately if deadlines cannot be met.
3. In contacting speakers:
 - a. Obtain full names, mailing addresses, telephone numbers and email addresses.
 - b. Explain expectations and format, including objectives and guidelines.
 - c. Delineate all remuneration and fee policies.
 - d. Indicate need for manuscripts and handouts.
 - e. Report immediately to staff liaison and chairperson if assignments are inappropriate or cannot be completed in the time frame allocated.

First Meeting Agenda:

Checklist:

- 1. Introduction of committee members and staff
- 2. Meeting philosophy, objectives and theme
- 3. Committee charge
- 4. Overview of meeting site and physical arrangements
- 5. Organizational policies:
 - a. Reimbursement of committee members' expenses
 - b. Remuneration to speakers (honoraria and travel expenses)
 - c. Complimentary registration for committee members and speakers.
- 6. Review of evaluation summary, previous program and attendance.
- 7. Program format:
 - a. General sessions
 - b. Luncheon roundtables
 - c. Workshops
 - d. Controversy panels
- 8. Program schedule
- 9. Speaker suggestions
- 10. Committee assignments
- 11. Reporting forms, mechanisms and timetables
- 12. Date of next meeting

Meeting Environment Arrangements:

Checklist:

- 1. Rounds and Half-Rounds
- 2. Squares and Rectangles
- 3. Classroom
- 4. V-Shapes
- 5. T-Shapes
- 6. Theater Style
- 7. Chairs in Circle

Teaching Tool Guidelines:

Checklist:

- 1. Flip Charts
- 2. Overheads
- 3. Slides
- 4. Video
- 5. Handouts

Teaching Tools should:

- 1. Fit the setting
- 2. Support the message
- 3. Awaken the audience
- 4. Be used in moderation

Develop and Resource Workbook, including:

Checklist:

- 1. List of committee members with their work, home and email addresses, telephone and fax numbers.
- 2. Committee charge and/or performance criteria.

- 3. List of staff members delineating their roles and responsibilities.
- 4. Meeting goals and objectives.
- 5. Brief history of program structure.
- 6. Previous year's promotion pieces and programs.
- 7. Evaluation summary of previous program.
- 8. Minutes of previous program planning meetings.
- 9. Policies regarding remuneration and fees.
- 10. Meeting site information and map.
- 11. Estimated attendance.
- 12. Meeting dates, and how these compare to span of dates in previous years.
- 13. Facility floor plan and room capacities.
- 14. Local contacts and resources.
- 15. Meeting budget.
- 16. Planning deadlines/time frames.
- 17. Session format descriptions (including sections for each format in which related materials can later be placed).
- 18. Audio-visual information/restrictions.
- 19. Information on other elements of the program such as exhibits, spouse programs, tours, food and beverage functions and accommodations for people with disabilities.
- 20. Details regarding special considerations or problems, such as unavailability of a specific meeting room on a particular day.

“No plan is perfect, yet plans are necessary if we are to avoid complete chaos.”
Edward T. Hall