

Mid-Winter Conference Planning Suggestions

| | Planning Committee | NDCEL | Timeline |
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| Secure the facilities for the date of conference | | Completed through 2020 (at Ramkota-Bismarck except for 2019 conference will at Baymont in Mandan) | Feb 2015 |
| Recommended to establish a chair or co-chair of the planning committee | Chair or Co-Chairs should get in contact with Donna at NDCEL so she has a point person to connect with | | At least one year prior to the conference (Roughly Jan-Feb if not before) Email Donna with Comm. Members names, email, phone # |
| Establish Committees and designate lead/contact people for each committee | <p>Suggested Committees</p> <ul style="list-style-type: none"> • Speakers (Keynote and Breakout) • Registration Packets/Credit/Volunteers • Vendors • Facilities/Rooms/Speaker Arrangements • Food and Hospitality Socials • Prizes • Program-Develops program, collects electronic handouts, uploads info, prepares one page agenda, map for registrants at registration table | | At least one year prior to the conference (Roughly Jan-Feb if not before) |
| Vendors Committee | <p>Decide what to charge each vendor for a booth and what dollar amount to request if Vendor is interested in sponsoring a break or social event Dollar amount for 2015 was \$300 for booth space</p> <p>Consider working with a photographer for photo name badges. We did not charge the Vendor fee since they provided the badges. We used Scherling Photo.</p> | Sends letter to all Vendors on the NDCEL list; Planning Committee can help determine number of vendors for the space at hotel; | November-December (or consider earlier based on suggestion from NDCEL) |
| Facilities Committee Rooms/Speaker Arrangements | Conference Layout (see At-A-Glance notes below) including room assignments. Also important for credit option to make sure there are enough contact hours | Provide maps of the hotel and have information related to spaces | Probably not later than September |

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| | <p>Conference Room Arrangements view hotel maps from NDCEL and determine how venue fits your conference theme</p> <p>Determine technology needs (projectors, mics, etc) for each speaker and make arrangements with hotel</p> | | |
| Food/Socials | <p>Use the Conference Layout to determine number of meals, breaks, and locations of meals.</p> <p>Review menus and make decisions on what will be served</p> | | Helpful to determine menu for meals prior to Registration start so you can use registration as RSVP with meal choice and list a cost for additional meal for guest |
| <p>Registration</p> <p>Set up of Registration Link</p> <p>Photo Badges</p> <p>Credit Option</p> <p>Packets - Chamber of Commerce</p> <p>Volunteers for Registration Table</p> | <p>Once conference registration (member, non-member, retired, aspiring) fees, conference meals, and an outline of the conference is established, Mavis at NDCEL will create a Survey Monkey to open registrations for members. This committee should review the Survey Monkey prior to Mavis sending it to the NDCEL listserv.</p> <p>Work with a University of choice to establish credit requirements and paperwork. This committee may find it beneficial to create a conference evaluation form.</p> <p>Donna will be at the registration table during the conference.</p> | | <p>Start working with Mavis right after Fall NDCEL or prior to mid-November with mid-December being target date for Registration to open</p> <p>Start working on credit option in December</p> |
| Prizes | <p>Prizes were collected locally and some funds from the committee were used to supplement the collected prizes. Donna suggested that the prizes be sought from the Region of the group that is planning the conference. Prizes are also sought from Vendors.</p> | | October |
| Programs | <p>In 2015 we did handouts and the program electronically via NDCEL website. Also sent a 2-page overview of the program via email to all registered and to NDAESP listserv so attendees could review prior to conference</p> | <p>NDCEL will have list of emails for those registered.</p> <p>NDCEL/David Hanson will upload handouts to website</p> | January 1 |
| Conference Wrap Up | <p>Review Conference Feedback and make revisions to this document to assist the next planning committee.</p> | | March |