

Conference Committee Agenda
September 23, 2016
10:30
1849 Room, The Student Center
Central CT State University

1. Introductions
2. Committee secretary volunteer
3. Summary of work to date
4. Review of 2016 Conference implementation
5. Determination of Conference Theme and tagline
6. Keynote speaker ideas
7. Work groups
8. Future meetings:
October 21st, November 4th, December 2nd (Does 1:30-3:30 work for everyone?)
Location: TBA, although we can use the conference room in The Learning Center
9. Other business
10. Adjourn

Proposed Conference Schedule for the day

8:00 – 8:45	Breakfast and registration
9:00 – 9:15	Welcome
9:15 – 10:15	Awards presentation: teaching, research, scholarship, and shared governance
10:25 – 11:15	Breakout
11:25 -12:15	Breakout
12:15 – 1:10	Lunch
1:10 -2:10	Keynote
2:20 – 2:50	Breakout
3:00 – 4:00	Closing Session

Proposed Work groups

Budget and fund requests

Point person: Meg

Speakers and special guest coordination

Point person: Stephen

Marketing and Public Relations

-Call for proposals

- Call to conference
- Save the date
- Press releases

Save the date and call for proposals

Proposed timeline:

Notice out- September 30th

2nd call for proposals-October 17th

Proposal deadline-December 1

Presenter notified-January 5th

Presenter acceptance-February 10th

On-line Conference Registration

Proposed timeline:

Notice to announce online registration is open-February 15th

(with reminders: March 1, 15, 22)

Deadline-March 27th

Proposal review team

Graphics and Materials

Logo development

Conference flyer

Conference booklet

Coffee-breakfast-lunch and other food service

Student Work Force Coordination and on-site Logistics

Campus maps/signs

Training students to moderate and facilitate

Media (taping of sessions)

Check-in – Including:

Name tags

Packet distribution

Room set-ups and assigned seating for keynote and luncheon keynote

Session and Overall Conference Evaluation

BOR Awards (including Shared Governance Award) Program

