

## Conference Planning Committee

### A. General Responsibilities:

The Conference Planning Committee prepares the details of the Annual Conference and works closely with the Education Committee to coordinate efforts for a successful conference.

### B. Organization and Tasks:

1. The President of WMCA will appoint: a Committee Chair; a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
2. The committee coordinates the upcoming conference. The Committee Chair should visit the host site early in the year to inspect the room layout and accommodations.
3. The Committee Chair meets with the Executive Committee at their October meeting to outline the plans for the upcoming conference.
4. The committee works closely with the Education Committee to determine the availability of rooms for various conference sessions.
5. The committee determines the appropriate location at the conference site for vendors, ensuring the availability of adequate space and a sufficient number of electrical outlets.
6. The Chair appoints a committee member to solicit vendor participation. The committee member obtains a mailing list of vendors from the prior year, adding names and addresses as appropriate and invites vendors to participate in the upcoming conference at the rates established by the Executive Committee. This mailing should be done in early November to give vendors time to respond to the invitations and prepare for the conference. Vendor application forms will also be provided for publication on the WMCA web site for downloading.
7. The committee should strive to organize the conference completely by the October Executive Committee meeting, including gathering information about the cost of meals and rooms; determining, in conjunction with the Education Committee, the total cost of the educational package for both the conference and academy sessions; preparing a complete agenda of programs, meals, etc.
8. Write letters requesting donations for the Annual Conference to contributors from prior years and any new possible donors.
9. The Committee shall work closely with the President to prepare information for the "Call to Conference" by December 1<sup>st</sup>. The information should include:
  - a. Registration form
  - b. Registration costs
  - c. Lodging information
  - d. Transportation choices
  - e. Parking costs/choices
  - f. Conference attire
  - g. Meal information
  - h. Special events and themes
10. In conjunction with the Executive Committee, the committee coordinates all conference activities to ensure packets are available to members upon arrival; badges are prepared; entertainment is scheduled at the appropriate functions; necessary signage is brought to the conference and distributed to the appropriate locations; the assignment of

- packet distribution; and the completion of all other tasks necessary for the smooth functioning of the conference.
11. The Committee shall prepare general conference questions for the conference evaluation form and submit them to the Education Committee OR prepare general conference questions for an online survey to be sent to all conference attendees after the conference.
  12. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
  12. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
  13. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.