
Conference Planning Guide

AFFILIATE COUNCILS



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FIRST THING: Create a “to do” list for the entire planning process. Much of that list will be based on answers to the questions in each section of this guide and the planning task list that follows.

Time of Conference

- Determine the days and dates of the conference.
- Determine the daily schedule of the conference.
 - What are the session time periods?
 - When are the general sessions on each day?
- Determine what day will be your “target” event day? (i.e., if you want to center your activities on one day for those attendee’s who cannot stay overnight, what day will that be during the conference?)

Location of Conference

- Where is the conference to be held?
- Gather as much material as you think would be helpful for the conference location (perhaps for the speaker packets; see later section on “conference speakers”)
 - Maps
 - Restaurants and other surrounding area information
 - Airports
 - Hotels
 - Ground transportation
 - Is there a conference hotel?
 - Is the conference to be held in a hotel, and what other hotels are near the conference events?

Conference Planning Committee

- Has the committee posted its conference web page? If so, bookmark that page! You will consult it often for names, dates, deadlines, requirements.
- Who are the planning committee members?
- What are the planning subcommittees?
 - Who are the chairs of those subcommittees?
 - Put together a complete folder of their contact information and their areas of responsibility.
- Establish contact with the relevant members for your planning purposes.
 - Local arrangements (for hotel reservations)
 - Food event contact
 - Equipment/Technical Support Person
 - Publicity/Programming

- You might consider sending out an “ice breaking” email stating who you are, what organization you represent and that you will need to be included in the loop of information coming from them.
- For any correspondence between you and the conference committee members, keep paper records. This will assist all planners involved!
- Confirm, confirm, confirm. You might think you are becoming annoying in doing this, but the operation grows to such a large size, requests may get misplaced, and you may end up without essential equipment, food, space, etc.

Conference Theme

- What is the conference theme?
 - Is there a slogan associated with it?
 - Is there a logo associated with it?
 - What are the expectations/regulations for your programming and this theme?
- Who is the contact regarding the theme and its use?
- How will you incorporate the theme/logo into your advertisement?
 - It may not be necessary to use the conference theme or logo, but it could give you a design starting point for your advertising, etc.
 - Remember to check the NCFR website for information regarding the use of the NCFR logo.

Presence At The Conference

- How many programs do you want to sponsor?
- Do you want to co-sponsor any sessions?
- What day(s) would be the best for your programming?
- Submit your program timeslot forms.
 - Make sure you give a clear room setup request—theatre style for 50 with a podium, microphone, projector, screen and water pitcher for the speaker, for example. You may be completely guessing and speculating at this point, but still try to be specific in your requests.
 - Keep a copy of each equipment and room setup request in case there are questions during the conference.
- Will there be a meal event?
 - What will be the theme of the meal event:
 - Speaker/entertainment?
 - Business meeting?
 - Social gathering with background music?
 - If the event is to be the business meeting, think about:
 - Scholarship award ceremony
 - Certificate for winner
 - Agenda for the meeting

- Activities and supporting materials (are you offered door prizes)
 - Supporting materials included slips for name drawing, for example, or you may want to collect attendees' lunch tickets as the slips you draw.
- What type of meal will you be offering?
 - Who has menus from which you can choose entrees?
 - Get menu selections to appropriate conference committee members.
 - Determine how much you will need to charge for the meal per person.
 - Will you need to cover the costs of a lunch speaker?
 - Will you need to cover the costs of meeting materials?
 - Do you want to raise money for other workshop purposes?
 - What are the other sections charging for their meal events?
- Get charges for the meal in place with the conference planning committee by established deadlines. This information will be ultimately be advertised on the conference website and in the print conference program.

Speaker(s) For Programming

- Who will your speaker(s) be?
- Who will be responsible for contacting the speaker(s) and making the arrangements?
 - Write/email potential speakers, explaining the conference goals and the desired programming. If they accept:
 - Write them a confirming and "thank you" letter for their acceptance.
 - Assure them that you will be in contact with them regularly as you plan for their presentation.
 - Determine if there is an assistant that you should be working with on the speaker's travel, lodging, expenses payment, and possible honorarium. Get that contact information, and handle everything in writing.
 - Once the "deal" has been confirmed, fill out a contract agreement (even if they are not to be paid for their work), have the speaker sign the agreement.
 - Contract agreements should be available on the specific conference website.
- Will your speakers need lodging/transportation?
 - When will they arrive/depart?
 - Who will provide transportation to/from the airport, if necessary?
 - Stay in close touch with the speaker or assistant to finalize all of the travel schedule and lodging plans. This will help you in arranging ground transportation, etc.
- Will your speaker(s) be making their own arrangements or will you make the arrangements for them?
 - A default position is to make the arrangements for the speaker and pay directly to the vendor.

- If speaker(s) pays their own expenses and bills affiliate for that, make sure they have a reimbursement form to summarize expenses, and make sure they submit original receipts. It helps to put the reimbursement form in the speaker packets you distribute about 3 weeks before the conference.
 - **Note:** Plan for a turnaround time for reimbursements of approximately 3 to 4 weeks after the conference.
- Will the speaker(s) charge a fee and expenses?
 - Can your budget afford this?
 - Are there other sources of income to pay for these charges?
 - Will there be an honorarium?
 - Would a co-sponsor help in meeting the budget?
- What will your speaker(s) talk about?
- What equipment, if any, will your speaker(s) need?
 - Determine what equipment the conference venue offers and what the cost of that equipment will be.
 - If the conference venue does not offer the equipment you need, try to arrange for that equipment with the conference planning committee. Many libraries and universities have presentation equipment and other supplies that they will loan for free or a nominal fee.
 - You will submit a preliminary equipment request when you submit forms requesting rooms for your sessions, but you may not know at that time what equipment will be necessary. Make sure to go back to the appropriate conference committee member to request more or less equipment when you find out what your needs will be. They are receptive to later changes as long as it is not within a day or so of the conference.
- Prepare and send speaker packets with relevant conference, travel, lodging and other material. This should be completed about 2-3 weeks prior to the conference. This is a good place to put reimbursement checklists and other post conference forms as well as confirming program details and itinerary receipts for arrangements you have made (airline e-tickets, hotel confirmation numbers and forms, etc). It is a good idea to send the packets "return/receipt" or "certified" mail. That way, you receive notification that the speaker has received the materials.
- Will you want to offer speaker(s) a gift?
 - What will the budget need to be for this?
 - Who will be the manager/"go to" person for this part of the planning?
- Each speaker will need to be "registered" for the conference. That is, a form needs to be turned in for them even if they will only be attending the session in which they are speaking. This will ensure that they get a registration packet and nametag upon their arrival at the conference venue. Put a note at the bottom of each form explaining whether or not the speaker will attend any more of the conference than their session.

Without this note, you run the risk of being errantly charged the entire conference fee for the speaker.

- If the speaker will be having lunch, then note this at the bottom of the conference registration form and in the specific “charges” line.
- If the speaker will be attending other parts of the conference, put this note at the bottom of the page and where the funds should come from.
- Make sure you specify how the speaker’s registration or lunch, etc. will be paid for.
- Make sure you total the charges on each form, so you are not overcharged for any speaker’s presence at the conference.

Conference Display

- Will there be a display board/table area?
 - Contact the appropriate conference planning committee member to arrange for this. Confirm, confirm, confirm the details—how long should the table be? Will there be a table cover and table skirt, or will you need to provide these?
- Who will be responsible for designing and building the display board?
 - What kind of display do you want?
 - Where will your display materials/display board come from?
 - What will the cost be?
 - If the materials/board are borrowed, who will be responsible for returning them to the owner(s) after the conference?
 - Where do you want this display in the general display area? Do you specifically want to be next to another display? Do you specifically want to be near the actual registration booth or some distance from that?

Conference Publicity

- Establish what the overall conference committee timeline is for publicity and advertisement.
 - Prepare an publicity/marketing timeline within the overall conference timeline
 - Identify journals and other advertising avenues appropriate for your conference programming announcements.
 - Prepare some standard text for your programming advertisements so that you can easily submit material when publicity deadlines approach.
- Who will be in charge of the creation and oversight of the timeline, including submission of text for advertisements?
- Save as many of the advertisement pieces as possible for records and future planning.

Conference Scholarship

- Establish submission and review deadlines for applications.
- Edit/update the conference scholarship information to reflect new dates/deadlines for submission.
- Determine what publication avenues you will use for advertising the scholarship. These will likely be very similar to your conference advertising avenues
- Develop a timeline for advertising the scholarship
 - You may want to write a few standard pieces of text for advertising that you can simply pull from and submit as deadlines approach
 - Who will be responsible for handling the publicity?
- Who will receive the completed applications?
 - The person responsible for receiving the completed applications will need to:
 - Keep data on who submitted forms.
 - Write “acceptance” cards letting applicants know their materials have been received
 - Write “incomplete” cards letting applicants know if their packets are incomplete.
- Once the submission and review process is complete, the committee chair will go before the executive board with a roster of 4-5 applications for final review. From this narrowed group, the executive board will select a winner.
- After the executive committee has reviewed the narrowed group of applications and selected an overall winner, you will need to:
 - Notify the winner through phone, email, or letter. Make sure you specify the deadlines for acceptance and determine the winner’s specific requests for day(s) to attend, hotel room preferences, etc.
 - Write letters informing those who did not win.
- Register the winner for the conference.

Post Conference Duties

- You will need to submit paperwork for:
 - Committee member reimbursement
 - Payment of speaker expenses
 - Honoraria
- Make sure to keep track of all original receipts for reimbursement.
- Prepare and mail “thank you” letters to speakers and conference participants.
- Post pictures on the website or any other place for marketing purposes. For example, they can be used for informational brochures or the newsletter.
- Save copies of material for archives
 - Conference program
 - Picture copies

- Form templates
- Scholarship data

Miscellaneous Conference Details

- For each of your sessions, walk through the details.
 - Do you want handouts that advertise other activities? (i.e. brochures, announcements/flyers of upcoming events)
 - Do you want NCFR membership forms to disseminate?
- Evaluation forms
 - Pull from an old evaluation form or create a custom one for the specific event.
 - Assign an executive board or committee member to retrieve and compile the results from the forms. This information will be used for your general database of information.
- Gifts/tokens for speakers
 - Assign a committee member to take care of the purchase and/or preparation of gifts.
 - Make sure they are distributed on conference day.
- During the conference days, it is always helpful to assign committee member duties:
 - Speakers' assistants
 - Staffing the display table
 - Distributing and collecting evaluation forms
 - General duties/watchdog at each session venue
 - Has the room been set up according to instructions/need?
 - Is there a need for a sign to indicate a location change?
 - Speaker transportation to and from the airport
 - Photography

BRIEF PROGRAM PLANNING IDEAS

The process of planning programs may at first seem like a long and difficult task. However, it can be made simple when it is broken down into five steps.

1. Brainstorm for Ideas

- Involve members as much as possible during brainstorming.
- Establish ground rules: brainstorming is a time for listing all ideas, not for discussing the pros and cons (that comes later).
- During brainstorming, allow plenty of time for members to express their ideas.
- Write all ideas on a whiteboard, or somewhere that all participants can see.

2. Prioritize Ideas

- Narrow the group discussion to focus on the top ideas.
- You may want to conduct a ballot, or have small group discussions to determine which ideas have the most potential.
- Use information from this step to set specific goals.

3. Plan Calendar of Events

- Establish where and when the event(s) will be, and determine who is responsible for each event.
- Contact speakers, if necessary.
- Reserve rooms
- Publish and distribute list of activities for members.

4. Pursue Projects

- Involve as many members as possible.
- Follow a checklist.

5. Evaluation

- Ask program participants to complete a brief evaluation after the program, with questions on what they liked, didn't like, and would like to see the next time.
- Remember to bring extra pens for participants to use, and leave plenty of room for comments.
- Collect the responses as people leave the room.

CONFERENCE WORK TIMELINE

TIMELINE	Date Completed
<i>14 MONTHS PRIOR TO CONFERENCE</i>	
<ul style="list-style-type: none"> ● Select Conference Committee 	_____
<ul style="list-style-type: none"> ● Select Conference site and date 	_____
<ul style="list-style-type: none"> ● Receive information letter from site 	_____
<ul style="list-style-type: none"> ● Prepare a realistic budget 	_____
<i>13 MONTHS PRIOR TO CONFERENCE</i>	
<ul style="list-style-type: none"> ● Set tentative theme 	_____
<ul style="list-style-type: none"> ● Prepare proposal form that includes demographic data and a brief annotation for the proposed session for the program booklet 	_____
<ul style="list-style-type: none"> ● Set registration fees 	_____
<i>12 MONTHS PRIOR TO CONFERENCE</i>	
<ul style="list-style-type: none"> ● Distribute proposal form at this year's conference 	_____
<ul style="list-style-type: none"> ● Begin contacting keynote speakers 	_____
<i>9 MONTHS PRIOR TO CONFERENCE</i>	
<ul style="list-style-type: none"> ● Select conference sessions 	_____
<ul style="list-style-type: none"> ● If no proposals were submitted in some areas of interest, contact possible presenters 	_____
<ul style="list-style-type: none"> ● Set conference schedule 	_____
<ul style="list-style-type: none"> ● Send confirmations to all speakers 	_____
<ul style="list-style-type: none"> ● Arrange for CEU credits 	_____

6 MONTHS PRIOR TO CONFERENCE

- Begin preparing registration brochure, listing information that an individual can show to get funding to attend the conference if needed
- Select menus for meal functions
- Determine table decorations

5 MONTHS PRIOR TO CONFERENCE

- Secure mailing labels
- Determine mail procedures and rates
- Print Conference flier

4 MONTHS PRIOR TO CONFERENCE

- Distribute conference flier with registration materials included
- Begin a registration file
- Send publicity to the media
- Arrange for entertainment at meals

3 MONTHS PRIOR TO CONFERENCE

- Secure AV needs from speakers
- Secure introducers for speakers
- Prepare CEU verification forms for conference
- Decide on the final agenda for large meetings and meal functions (Who will introduce, bring greetings, etc.?)
- Begin preparing the printed program using information submitted on the proposal form
- Design meal tickets and name badges

2 MONTHS PRIOR TO CONFERENCE

- Send AV needs to hotel and AV committee person
- Order flowers for the head table
- Send room set-up forms to the hotel
- Determine head table seating for meals
- Prepare meal(s) programs
- Send preliminary meal guarantee to caterer
- Prepare evaluation forms for conference
- Send reminders to speakers of date, time, and room assignment

3 WEEKS PRIOR TO CONFERENCE

- Assemble packets for conference

1 WEEK PRIOR TO CONFERENCE

- Confirm AV equipment
- Confirm room set-ups

3 DAYS PRIOR TO CONFERENCE

- Give final guarantees to caterer for the number of meals to be served

CONFERENCE

- Keep a file for all bills that are signed during the Conference
- Relax and enjoy it. You've done everything you could do to make it a success

AFTER THE CONFERENCE

- Send letters of appreciation to speakers and to those who performed special services
- Assess evaluation forms and give to next year's committee

- Review all bills and pay ASAP
-

CONFERENCE BUDGET SAMPLE

Expense

<i>Program Development</i>	
Program Committee expense	\$
Travel	\$
Meals	\$
Misc.	\$
<i>Printing</i>	
Program Proposal Forms	\$
Posters	\$
Fliers	\$
Envelopes	\$
Letterhead	\$
Conference Program	\$
Meal Tickets	\$
Promotion Pieces	\$
<i>Distribution</i>	
Postage	
a. Number of mailings?	
b. Each mailing mailed to whom? _____ = #	
c. Rate? (First class or bulk)	
a x b x c =	\$
<i>Speaker(s)</i>	
Honoraria	\$
Travel	\$
Lodging	\$
Expenses	\$

<i>Office Supplies</i>	
Paper clips, staplers, pencils, art supplies for signs, etc.	\$
<i>Registration</i>	
Registration forms	\$
Name badges	\$
<i>Equipment Rental (for equipment that cannot be borrowed)</i>	
	\$
<i>Social Functions</i>	
Ticket Printing	\$
Awards Luncheon (if included in the registration fee.)	
If not included, how many meals must be paid for that did not generate income? (Guests, etc.) Be sure to ask the hotel the price + gratuity + tax.	
<i>Operations and Overhead</i>	
Telephone	\$
General Postage	\$
Insurance	\$
Meeting Room rental	\$
<i>Miscellaneous</i>	
	\$
	\$
	\$
TOTAL	\$

Registration Fee

Calculate the reasonable number of attendees. Divide the total number by the number of projected attendees. Be conservative in your estimate. If you have history, use the average. If you do not have a history begin compiling one now.

Expenses divided by attendance = registration fee to break even.

\$3,000 (expenses) divided by 100 attendees = \$30 break-even fee. If you add \$5.00 to every fee, the affiliate will realize a \$500 profit. If more than 100 attend, each registration will add to the affiliate bank account. However, if only 86 people attend, the meeting will still not lose money and will have provided a rich experience for those in attendance.

Exhibit Expenses

<i>Fixed</i>	
Promotion prospectus	\$
Postage	\$
Security	\$
<i>Prorated</i>	
Space Rental	\$
Drayage (either tables or pipe-and-drape)	\$
TOTAL	\$

After you have paid your exhibit expenses, any profit realized will be over-and-above the budgeted profit for the meeting. Many hotels will charge a table rental fee, so you should calculate the fee to exhibitors in much the same way that you have calculated your registration fee.

Fixed costs divided by the number anticipated = partial fee
\$300 divided by 8 = \$37.50

Prorated costs for each table/booth + partial fee = break-even cost for exhibits
\$25.00 + \$37.50 = \$62.50

A minimum of \$75.00 should be charged so that if only 6 companies exhibit, you still have lost no money, but have provided a service for the attendees.

\$300 (fixed cost) + \$150 (6 exhibits x \$25 for table rental = \$150) = \$450.
6 exhibits x \$75 = \$450

(Affiliate name) Council on Family Relations

YEAR SPRING/FALL Conference

CONFERENCE TITLE

DATE, VENUE

Call for Presentations

The planning committee for the **(Affiliate name)** Council on Family Relations (**YEAR SPRING/FALL**) Conference is Seeking Presentations for the conference scheduled (**DATE**) at the (**VENUE**) in (**CITY, STATE**).

The **(Initial)CFR** Conference is designed for (**DESCRIPTION OF INTENDED AUDIENCE**). Approximately (**number**) attendees are expected to participate in this event. The Conference Committee intends to offer a balanced program that will examine (**THEME DESCRIPTION/CONFERENCE OBJECTIVE**).

Sessions are scheduled for (**WORKSHOP TIME PERIOD**) hours with (**# of workshop sessions**) on (**DAY OF THE WEEK, DATE**). Presenters will receive complimentary registration for the full conference.

Presentations are sought to address ... (**FILL IN CONFERENCE THEME AND BREAKOUT SESSION DIRECTION HERE**).

Please plan your workshop utilizing the Principles of Adult Learning for participants to derive the most benefit. For more information on adult learning consult:

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/adults-2.htm>

To submit your proposal, complete the attached form with information about your workshop session and send to:

CONFERENCE COMMITTEE MBR COLLECTING PROPOSALS

EMAIL: (**CONF COMMITTEE MBR'S EMAIL**)

OR

PERSONS NAME **EMAIL ADDRESS** (to be determined by the conf committee chair)

STREET ADDRESS **Phone:** XXX-XXX-XXXX

CITY, STATE XXXXX **Fax:** XXX-XXX-XXX

To ensure full consideration proposals must be received no later than (**PROPOSAL DEADLINE**) DATE (**24 wks before conference**). You will be contacted regarding the status of your proposal. If you have questions, feel free to email or call.

YEAR AND TITLE OF (Initial)CFR CONFERENCE
Presentation Proposal

Name of Presenter: _____

Title: _____

Affiliation: _____

Co-Presenter: _____

Title: _____

Affiliation: _____

1. Name of Contact Person: _____

Address, City, Zip: _____

Phone Number: _____

Email Address: _____

2. Suggested title or proposed subject for the presentation:

3. Brief description of the content and format. Please include how it relates to the conference theme and objective.

4. Intended audience/attendee background desired:

5. Brief summary of your experience/qualifications in presenting on this topic:

6. Schedule preferences:

Session I (SCHEDULE TIME)

Session II (SCHEDULE TIME)

Anytime

7. Audio Visual Needs:

8. AV Presentation:

I will bring my presentation with me on my laptop.

I will bring my presentation with me to load on your laptop. (Flash drive or CD)

I will bring overheads to be displayed on your projector.

I will not have an AV presentation.

Other: _____

9. Handouts:

I will have handouts, and I will bring 50 copies.

I will have handouts, and I will provide an electronic copy to (Initial)CFR by ***(DUE DATE - two weeks before conference)***

I will not have handouts.

I give **(Initial)**CFR permission to post my materials on the **(Initial)**CFR website after the conference.

Signed,

10. Permission:

I give **(Initial)**CFR permission to post my handouts on the (Initial)CFR website after the conference.

I give **(Initial)**CFR permission to post my AV presentation on the **(Initial)**CFR website.

Signed,

11. Other Needs:

Address proposals to: **(CONFERENCE COMMITTEE MEMBER COLLECTING PROPOSALS)** or **(PERSON'S NAME)**

By email: **(EMAIL FOR CONFERENCE COMMITTEE MEMBER COLLECTING PROPOSALS)** or (EMAIL ADDRESS)

By fax: XXX-XXX-XXXX

By mail: STREET ADDRESS
CITY, STATE XXXXX

***To ensure full consideration, proposals must be received no later than
DEADLINE DATE (24 WKS BEFORE CONFERENCE)***

SAMPLE SPEAKER LETTER 1

Date

Ms. XXXXXX XXXXXX XXX
XXXXXXXXXX Ave. XXXX
XXXXXXXX, XX XXXXX-XXXX

Dear Ms. XXXXXX;

We are pleased that you will be with us at the **(Affiliate)** Council on Family Relations Annual meeting, "**(Conference title)**" which will be held on **(Date)**, at the **(Location), (City), (State)**.

I am writing to confirm your speaking engagement as one of the keynote speakers in the Pre-conference Workshop, "**(Title)**" to be held on **(day), (date), (time)**. It is my understanding that the conference will pay you **\$(amount)** to help defray expenses. I would be happy to make your hotel reservation and subtract the amount from the **\$(000)** if you would like me to do so. Please contact us with your preference by (date). If we do not hear from you by then, we will assume that you are making your own hotel reservations. Or, if you prefer, once you have made your airline reservations, if you send me the copy of the itinerary with the costs, we can process that for you so you will be able to pay your credit card bill when it comes in and not have to incur any interest charges. We would then deduct that amount from your honorarium check. Please let me know if these options will help you.

If my understanding is correct, please sign a copy of this letter and return it to me in the enclosed envelope. I will need your social security number in order to process a **\$(000)** check. If the check is below that amount, we will not need your social security number. We will process your check after the conference.

If at any time you have any questions, please contact me by phone at **XXX-XXX-XXX**, ext. **XX**, or by email at **(email address)**. I look forward to meeting you.

Cordially,

Your name
Title

The understandings concerning my appearance at the **(Affiliate)** Conference in **(City)** are correct.

Signature: _____
Social Security Number: _____

SAMPLE SPEAKER LETTER 2

TO: **(Affiliate)** Council on Family Relations Conference Presenters
FROM: **(Name of committee Chair)**
Conference Committee Chair
RE: Workshop Preparations

Thank you for agreeing to join us as a workshop presenter at the upcoming **(Affiliate)** Council on Family Relations Conference in **(Place), (Day), (Date)**. The **(Affiliate)** Council on Family Relations is deeply grateful to you.

As a workshop presenter, you are invited to attend the full conference at no cost. Simply notify **(Name)**, as indicated below, so that they can accommodate your attendance. Although we are unable to provide stipends for your time, please notify me individually if travel expenses and/or lodging expenses are beyond your budget. We will do our best to accommodate those needs.

No later than **(DAY OF THE WEEK, DUE DATE) (16 wks before conference)**, please complete the following: Send responses by email to **(email@mail.com, fax XXX-XXX-XXXX)** or call **(name)** at phone **(XXX-XXX-XXXX)**.

1. Please read the workshop title, description, and presenters' information. This is listed online at **www.(affiliate).net**. Please feel free to edit if you and your co-presenters (if any) agree on any changes. Please send all edits to **(name)** by email or fax.
2. Email or fax your AV equipment needs to **(name)** at **(email@mail.com)** or **(XXX-XXX-XXXX)**.
3. Although **(initial)CFR** is unable to provide a stipend for your time, we are happy to cover the cost of your conference registration fee.
 - Please notify **(name)** if you will attend the full conference
 - Please notify **(name)** if you only plan to attend your own session (to give an accurate count for meals).

And by (DAY OF THE WEEK, DUE DATE) (3 wks before conference):

1) **PLAN FOR EFFECTIVENESS:** Please connect in person or by telephone with your co-presenters (if any) to discuss the details of your presentation. The workshop description is online at **www.(affiliate).net**. A **(Initial)CFR** Board Member – Workshop Host will assist with each workshop. The Workshop Host will be present at the workshop to handle any logistical needs and to introduce you. The Workshop Host will assist in starting on time, keep track of time, and other tasks, as agreed upon with the presenters.

2) **HANDOUTS:** Attendees love to take home notes or other information about the sessions! Please plan to bring sufficient handouts. We anticipate up to **(50)** attendees per

breakout session. If you have any questions concerning your handouts please contact **(email@mail.com)** NO LATER THAN **(DAY OF THE WEEK, DUE DATE) (2 wks before conference)**.

3) **LODGING: (initial)CFR** is unable to make lodging reservations. If you require lodging, please contact the hotels listed in on the program brochure.

(Hotel 1) (\$ cost plus tax) reservation phone number(s)

(Hotel 2) (\$ cost plus tax) reservation phone number(s)

4) **DRIVING:** Driving directions to the **(VENUE), (VENUE STREET ADDRESS)** are available at: **(URL for venue map)**. If necessary, **(initial)CFR** may be able to cover the cost of mileage and parking for a limited number of presenters; please inquire if you seek reimbursement. (PARKING: Parking in the **(VENUE)** is **(\$ COST)** per entry, payable in cash only, upon entering the ramp.)

Again, thank you so much for your support of this event. **(Initial)CFR** aims to provide an informative and dynamic event at a low cost to attendees. If you require any additional information or support, please do let us know. **(Initial)CFR** is pleased to have you joining us!

ANY QUESTIONS? Please contact **(conference committee chair)** at **(chair's phone number)** or **(chair's email address)**.

Sincerely,

(Your Name)

(Your Title)

SPEAKER TRACKING & INFORMATION CHART

Event	Speaker Information	Honorarium	Date Invite Letter Sent	Hotel Room Dates/ Other Travel Info	Miscellaneous/ AV Equipment	Date Thank You Letter Sent
Opening General Session Thurs-March 7 10:00-11:00 a.m., Ballroom A & B	Jane Doe 1111 West 22 East Anytown, ST XXXXX-XXX H – XXX-XXX-XXXX O – XXX-XXX-XXXX Fax – XXX-XXX-XXXX JaneDoe@mail.com	\$2,000 plus expenses (travel, lodging, meals) Given reimbursement form for expenses	11-01-00	Arriving Wed., Mar. 6 Departing Fri., Mar. 8 Single, Non-smoking A – Mar. 6 -UA #85 from Los Angeles, 5:45 p.m. D – Mar 8 -UA #4304, 6:30 p.m. Will take cab to & from airport	Needs Overhead Projector & Screen, cordless microphone	3-14-10 plus check for honorarium/expens es

CONFERENCE EVALUATION SAMPLE

CONFERENCE TITLE

Thank you for attending the **(Affiliate) Council on Family Relations Annual Conference**. Please take a moment to answer the questions below. We take your comments seriously and use information to plan future conferences. After you complete the questions, please return this form to the registration desk before you leave today.

Directions: Please circle the response that most closely reflects your opinion.

(SA = Strongly Agree; A = Agree; D = Disagree; SD = Strongly Disagree; and NA = Not Applicable)

KEYNOTE ADDRESS – SPEAKER

Was knowledgeable about the subject topic	SA	A	D	SD	NA
Presented information effectively	SA	A	D	SD	NA
Gave information of value to me professionally	SA	A	D	SD	NA
Gave information of value to me personally	SA	A	D	SD	NA

Comments:

PLENARY ADDRESS – PLENARY SPEAKER

Were knowledgeable about the subject topic	SA	A	D	SD	NA
Presented information effectively	SA	A	D	SD	NA
Gave information of value to me professionally	SA	A	D	SD	NA
Gave information of value to me personally	SA	A	D	SD	NA

Comments:

Breakout Session I (Circle the workshop you attended)

1. WORKSHOP #1 TITLE – WORKSHOP #1 PRESENTER
2. WORKSHOP #2 TITLE – WORKSHOP #2 PRESENTER
3. WORKSHOP #3 TITLE – WORKSHOP #3 PRESENTER
4. WORKSHOP #4 TITLE – WORKSHOP #4 PRESENTER

Was knowledgeable about the subject topic	SA	A	D	SD	NA
Presented information effectively.	SA	A	D	SD	NA
Gave information of value to me professionally	SA	A	D	SD	NA
Gave information of value to me personally	SA	A	D	SD	NA

Comments:

Breakout Session I (Circle the workshop you attended)

5. WORKSHOP #5 TITLE – WORKSHOP #5 PRESENTER
6. WORKSHOP #6 TITLE – WORKSHOP #6 PRESENTER
7. WORKSHOP #7 TITLE – WORKSHOP #7 PRESENTER
8. WORKSHOP #8 TITLE – WORKSHOP #8 PRESENTER

Was knowledgeable about the subject topic	SA	A	D	SD	NA
Presented information effectively.	SA	A	D	SD	NA
Gave information of value to me professionally	SA	A	D	SD	NA
Gave information of value to me personally	SA	A	D	SD	NA

Comments:

The Conference:

Subject was important to me	SA	A	D	SD	NA
Presented information effectively	SA	A	D	SD	NA
Gave information of value to me professionally	SA	A	D	SD	NA
Gave information of value to me personally	SA	A	D	SD	NA
Met my expectations	SA	A	D	SD	NA

Comments/suggestions concerning this conference:

Suggestions for topics for future conferences:

Are there any topics offered today (or other topics that you would like to see offered) as a 2-hour stand-alone workshop?

Are you interested in serving on a conference planning committee? If yes, how can we contact you?

How did you hear about this conference?

- | | |
|---|--|
| <input type="checkbox"/> <i>(Affiliate)</i> Website | <input type="checkbox"/> (Affiliate) Newsletter |
| <input type="checkbox"/> Listserve (Which one?) | <input type="checkbox"/> E-mail from a colleague |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Brochure mailing | |

How do you prefer to hear about events?

US Postal Service E-mail (E-mail address): _____

Please check the one category that best describes your current position:

- | | |
|---|---|
| <input type="checkbox"/> Parent Educator | <input type="checkbox"/> Student (circle: High school, College, Graduate) |
| <input type="checkbox"/> Medical Professional | <input type="checkbox"/> Volunteer work/Personal Interest |
| <input type="checkbox"/> Social Services Professional | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> K-12 Faculty | _____ |
| <input type="checkbox"/> College Faculty | _____ |

Thank you for completing these questions.