



<http://www.apcowa.org>

Name of Committee: Conference Committee

Purpose of Committee: Responsible for coordinating all aspects of the Summer Conference

Goals:

- Support all other APCO-NENA committees.
- Remain flexible and open minded.
- Continue to encourage new membership (as allowed) and new ideas within the Chapter.
- Revisit our goals annually, make adjustments as appropriate, and look for new ways to energize and increase attendance at our conference.

Committee Objectives:

- Plan and implement the Summer Conference
- Coordinate efforts with the Executive Committee
- Be fiscally responsible
- Monitor and track successes and challenges for the Summer Conference. Use this information to improve processes for the following year.

Committee Responsibilities:

- Determine Theme/Logo for Summer Conference
- Determine Training Tracks
- Solicit Speakers for Training Tracks
- Solicit sponsors for Speakers and Events
- Register attendees and coordinate tickets for events
- Coordinate logistics with Conference Center and Hotels
- Solicit Vendors to Vendor Hall
- Coordinate Vendor Hall activity
- Be fiscally responsible
- Advertise Conference
- Coordinate Volunteer activity
- Assist with coordination all events
- Coordinate efforts with all Committee members
- Meet monthly to discuss process for each sub-committee

Date Committee was established (if known): ??.

Past Accomplishments:

- Successful Conferences
- Great training provided
- Great atmosphere for networking
- Break even or profits!

Goals for 2017:

- Provide excellent training and networking opportunities.
- Attendance for Summer Conference goal: 250
- Financial success