

## 2013 National Title I Conference Planning Committee Feb 24, 2012 Notes



**Committee Members Attending:** Bernell Cook (LA), Chair; Otistene Smith (AR), Judi Miller (KS), Diane Stuehmer (NE), Becky Marable (VA), Gayle Pauley (WA), Lisa Brandes (A+ Events), Aimee Hanson (A+ Events)

Bernell thanked all committee members for agreeing to volunteer to assist with the conference.

### Conference Structure Discussions

1. Start & End Times: Recommendation to keep start time at 8:30 AM and end time at 4:30 PM with first day start time at 10:00 AM and last day end time at 12:00 PM.

- First Day: 10:00 AM to 4:30 PM
- Second Day: 8:30 AM to 4:30 PM
- Third Day: 8:30 AM to 4:30 PM
- Final Day: 8:30 AM to 12:00 PM

2. Keynote Placement: Recommendation to have one keynote per day (4 keynotes).

Keynote session placement:

- First Day: One keynote session before lunch
- Second Day: One keynote session after lunch
- Third Day: One keynote session after lunch
- Final Day: One keynote session early morning

3. Sessions & Breaks: Recommendation to retain existing staggered schedule for sessions and breaks.

### Sessions

1. Topic Areas: Recommendation to continue using Leadership, Instruction, and Policy as the major focus areas for presentations.

2. Presentation Selection: Recommendation to request optional video clip or references from previous speaking engagements. Recommendation to retain multi-step selection process, but with some modifications:

- Presentation submissions: April 2<sup>nd</sup> through July 15<sup>th</sup>
- Presentations are graded in advance of Summer Meeting by the committee: July 21<sup>st</sup> through July 29<sup>th</sup>
- The presentations which rose to the top will be discussed by the committee at the Summer Meeting
- Final selection of presentations occurs at the Summer Meeting

## Registration Fees

*All fee-related items are recommendations to the Board of Directors*

1. Registration Fees: Recommendation to retain existing registration price.
2. Refund Policy: Recommendation to retain existing sliding scale cancellation and refund policies.
3. Travel/Event Insurance: Recommendation to encourage attendees to purchase travel/event insurance as an option in case of cancellation.

## Next Steps

1. All committee members are asked to complete a brief survey (sent by email to committee members on 2/28/12) by Thursday, March 15th to identify their sub-category ideas to be presented at the conference.
2. All committee members should start thinking about possible keynote speaker options for discussion during the March 20th conference call.

## Next call:

**Date:** March 20

**Time:** 3:00pmEDT, 2:00pmCDT, 1:00pmMDT, 12:00amPDT, 11:00amAKDT

**Conference call number:** [\(218\) 895-4640](tel:2188954640)

**PIN #:** 3086133

An email will be sent to the committee the Friday before the meeting with the agenda, any supporting materials, and the joining instructions.

