

Planning Committee Role

- * Set overall conference direction
- * Identify pertinent themes & topics

Today's Committee Decisions

- * Registration fee recommendations
- * Session topic areas
- * Proposal submission & grading criteria

Registration Fees

- * Full conference reg has been \$525 since 2009
- * Cost is \$509 per person
- * Bulk of conference profit comes from exhibitors
- * Recommendation for Board approval



- * Overall themes have been:
 - * Instruction
 - * Leadership
 - * Policy
- * Retain these?



- * What are the major topic areas to attract attendees?
- * Identify current "hot" topics for presentations keynote or concurrent

Proposal Submission Guidelines

- * What criteria will be used to grade proposals?
- * What is most important to be able to effectively compare one proposal to another?
- * What should prospective presenters know before submitting a proposal for consideration?

Next Steps

- * March 25 Meeting:
 - * Identify Keynote topics
 - * Identify key organizations & individuals to be encouraged to submit proposals
 - * Discuss conference structure
- * April 16 Meeting (note day of week change):
 - * Discuss Distinguished School activities
- * May 20 Meeting:
 - * Refine Keynote speaker list discuss options

Next Steps

- * June 17 Meeting:
 - * Finalize Keynote speaker target list
 - * Discuss proposal grading process
- * July No Meeting:
 - * Individual online proposal grading
- * August Meeting at Summer Meeting in DC:
 - * Discuss highest graded proposals & select desired sessions

Next Steps

- * September 16 Meeting:
 - * Update on session schedule
- * October 21 Meeting:
 - * Discuss role of session hosts & room monitors
- * November No Meeting
- * December 16 Meeting:
 - * Recruit session hosts & room monitors