

2019 NATIONAL CONFERENCE PLANNING COMMITTEE (NCPC) Monthly Conference-Focused Activities

NCPC meetings are *usually* scheduled on the third Thursday of each month at 1:00pm Eastern (as needed).

February 22, 2018

- Conference Debrief – what worked, what did not
- Keynote Ideas
- NCPC Timeline
- Discuss 2019 theme, presentation topic areas, and thoughts about any changes to the proposal selection questions, the exhibit hall sessions and the private exhibit rooms

March 15, 2018

- Review conference evaluation results.
- Review the proposal review and grading process.
- Make final decisions on presentation categories and topic areas in preparation for opening proposal submissions, as well as make minor adjustments to the existing grading rubric. These will aid A+ Events staff in developing proposal submission guidelines for the website and printable materials.
- Identify organizations that should be encouraged to have presenters submit proposals.
- Work with A+ Events staff to identify other associations, groups, or individuals that will be invited as presenters—outside the proposal process.
- Decide whether or not to invite former Distinguished Schools to submit proposals.

April 19, 2018

- Identify the kinds of keynote speakers to include. (Specific names are important, but better to have general themes and types of presentations.)
- Proposal submission process opens on website by May 1.

May 17, 2018

- Work with A+ staff to recruit proposal graders.
- Refine keynote speaker list.

June 29 through July 8

- Online proposal review and grading – in place of committee meeting

July 2018 (in person meeting at Summer Meeting)

- NCPC members and other Association graders will review submitted proposals online.
- Proposal review session at the annual Association Summer Meeting in Washington, DC, working from the highest rated proposals based on grader activities.

November 15, 2018

- A+ Events staff will update NCPC about speaker and session progress; discuss possible nonprofit donation options for speaker gifts.
- Discuss Session Host process.

January 17, 2019

- Discuss the role of the Committee at the conference.
- Assist in getting Association members to sign up as Session Hosts.