

## Appendix B To Plan the Annual Conference

### Pre-Planning

1. First decide what you want to accomplish for this Conference. Discuss with the President about the Theme for the Conference which is also going to be the Program of Work for the year.
2. Form a committee to plan and implement the annual conference.
  - a. Vice President Elect should serve on this committee to aid the Vice President in the planning and implementation of the annual conference.
  - b. Other WFCE members can be included.
  - c. The Treasurer should be consulted as needed for financial needs.
3. Develop a Budget for the Conference, should include:
  - a. speaker fees
  - b. hotel accommodations
  - c. Travel
  - d. meals for guest
  - e. meeting rooms
  - f. printing for speakers
  - g. conference flier and program
  - h. name badges

### Planning Your Conference Step-by-step

*These steps do not need to be followed in order but they are to serve as a guide to better help support in the planning of the annual conference.*

1. Select the location of the annual conference.
  - a. After you have selected the location, work with the location to determine the dates for the conference.
    - i. \*\*\*If the location is available, the annual conference dates usually fall on the first Monday - Wednesday of August.
    - ii. Location Ideas: Hotels, School Districts or College/Universities
2. Select Food Venues
  - a. Highlight food venues that are known in the area of the conference center area.
    - i. Monday Night - Appetizers/Drinks
    - ii. Tuesday
      1. Lunch - Light lunch (Pizza, sandwiches etc.)
      2. Dinner - Banquet Style (more formal place with room to give out awards)
    - iii. Wednesday
      1. Lunch - (Pizza, sandwiches etc.)
  - b. Make sure to contact and book these locations at least 4 months in advance.
    - i. Check with food venues when you need to have final counts of guests attending.
    - ii. For each meal keep the options between 3-4 options.
3. Recruit Breakout/Guest Speakers

- a. Reach out to local businesses to request speakers and breakout session presenters
- b. Guest Speaker
  - i. Have at least 1 keynote speaker for the conference. This speaker should speak on topics related to the theme of the conference.
- c. Breakout Sessions
  - i. Breakout sessions work well once on Tuesday and Wednesday.
  - ii. Run 2-3 breakout session options each round so guest numbers in each room are manageable.
- 4. Volunteers & Presenters
  - a. Each presented or volunteer should receive a small token of appreciation & Thank You note for presenting/helping.
- 5. Conference Registration & Program
  - a. All Venue, Food options and presenters should be confirmed/booked before sending Registration & Program out to the public.
  - b. Registration
    - i. The conference Registration form should be released in January/February.
    - ii. On the registration form there should be the following Sections:
      - 1. Conference General Information
        - a. Theme for the year
        - b. Annual Conference Cost
        - c. Membership Cost
        - d. Tuesday Night Awards Dinner Guest
        - e. Registration Deadline
        - f. Registration Payment Deadline
      - 2. Registrant Information
      - 3. Conference Meal Information with food requests
      - 4. Conference & Membership Information
  - c. Program
    - i. The program should have the detailed schedule for the entire conference listed.
    - ii. Locations of rooms/venues should be included in the program especially if there is more than one venue being used.
    - iii. Contact information for Conference Hosts should be listed in case questions arise.
    - iv. Packing list of extra items conference attendees should bring should be listed.
- 6. Communication
  - a. Communication should be sent out at least once a month starting in January.
  - b. The month before the conference, communication should be sent out every week for reminders and any changes that might have occurred.
- 7. Raffle Baskets
  - a. Each participant should bring a raffle basket to raise money for College Scholarships for FCS.