

## 2007 CCECE CONFERENCE EVALUATION/RECOMMENDATIONS

2008 Date: Conference to be held on Saturday, October 2008. Jean to book the cafeteria and Theater for this date. Irene to check with PACE re their dates.

Sponsorship: Clarify CCAEYC amount: meet with CCAEYC June 27<sup>th</sup> to discuss conference sponsorship amount across all three counties.

Budget: No need to increase registration fees for next year.

Ads: Offer full page ad. Raise prices. Offer small free ad to food donors. Add commercial exhibitors to ad solicitation list.

Theme: yo talk about at conference planning meetings when they start up again.

Steering Committee Include cell #s on roster

Coordinator: Coordinator evaluations to be sent out to steering committee.

### Scheduling

- Possibly set up some workshops to span the second two workshop periods.
- Notify presenters that rooms can't be locked up after they've set up.
- Tour of ECE site was well attended and enjoyed by participants.
- Be sure room set up isn't too tightly scheduled.

### Facility

Clarify booking procedure for cafeteria. Book facility far in advance.

- Reserve more rooms than we need from the get go.
- COE insurance certificate
- Keys for rooms

### Registration

Many groups registered late—figure out how to address this.

Send multiple copies of reg form to centers. Send letter to directors on group reg and distributing info to staff. Send follow up letter to centers. Send reminder emails.

- Rethink group registration forms- deadlines, add place for PACE member #
- Write a letter to directors for distribution of conference info to their staff.
- Add work place on form Need to add: PACE member discount and #; payment may be by purchase order.
- Include map of rooms in packet

Breakfast: see amounts in Food Supplies doc

### Opening/Keynote

Bring bell to call people in. Have house lights fully up in theater. Be sure AV set up is done ahead of time in theater. Have keynote speaker bring own computer—or Hiranyas.

- Make sure it's an inspirational, fun topic.
- Walk people through packet at the beginning, point out the certificate.
- Get PowerPoint at least one week ahead of time

Lunch: Bring bags for extra food.

Professional Growth Hours Documentation Make a nice looking certificates for participants.

Presenters:

Offer presenters an additional free conference registration for person of their choice (one per workshop, not per presenter)?

Communicate with all presenters, even those without email. Limit # of presenters for one workshop?

Put Nico's cell phone in all presenter final letters. Simplify letter to bullet points

- More men to present?
- Ask if they need tables on the form; ask for level of workshop.
- Letter—let them know stuff can't be left in room. Let them know workshops should occupy full time slot—time for questions.
- Offer workshop(s) on challenging behavior.

Program: Be sure CCPC members get Preliminary Program and copies of final program.

Exhibits: choice of inside or outside on form

Translators/Headsets

Used MHS headsets. Translators were in charge of headset delivery/return.

Only need one translator for keynote, 2 for workshops. Write contract for translators.

AV Put Nico's phone # on committee roster.

Provider Appreciation/Raffle

Volunteers Call at home a few days before

- All volunteers need to be contacted by a coordinator to confirm slot. Post list at Cabrillo. Get CC teacher to solicit—stipend?

Web Site

See if we can change domain name. Post photos on web site right after conference.

- Add page to CCPC's website for conference website.
- Create link from Cabrillo ECE website.