

SEAA



SOUTHEASTERN ASSOCIATION
OF AREA AGENCIES ON AGING

CONFERENCE PLANNING TOOL KIT

SE4A

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CONFERENCE HISTORY

Held Annually (Typically in October)

- Pre-Conference Intensive Workshops on Sunday
- Conference – Sunday Afternoon to Wednesday Morning
- 300 – 600 Attendees

Prior Conference Locations

Date	Location	Conference Hotel	Full Registrations
2000	Biloxi, MS	Beau Revage	360
2001	Myrtle Beach, SC	Wyndham Resort	400
2002	Lexington, KY	Hyatt Regency	412
2003	Gatlinburg, TN	Glenstone	550
2004	Research Triangle, Park, NC	Sheraton	378
2005	Orange Beach, AL	Perdido Beach Resort	350
2006	Orlando, FL	Rosen Centre	250
2007	Savannah, GA	Hyatt Regency Hotel	500

2008	Biloxi, MS	Beau Revage	313
2009	Charleston, SC	Francis Marion	
2010	Louisville, KY	Galt House	

Prior Conference Room Nights

Date	Location	Friday	Saturday	Sunday	Monday	Tuesday
2008	MS	23	95	277	279	232
2009						
2010						
2011						
2012						
2013						
2014						
2015						

Conference Objectives

- Provide Forum to Exchange/Receive Industry Related Information
- Create Opportunity for SE4A Members, Professionals and Interested Citizens to Gather and Share Information on Aging and Related Fields
- Networking to Facilitate Cooperative Relationships Among the Aging Networks, Other Public Agencies and Private Sector Organizations
- Create Awareness of SE4A and AAA Organizations throughout the Southeast
- Improve the capacity of its members to better serve and represent older persons and persons with disabilities through information, education and training
- Support SE4A's objectives

ORGANIZATIONAL CHART

Board of Directors

The Board of Directors shall consist of three delegates and one alternate from each state. The Board shall meet no less than twice each year and are responsible to:

- formulate and approve organizational policy which has been approved by the executive member
- conduct and transact the business of the organization
- work together as a team to help guide the organization in a positive and progressive manner
- insure that the operation of the organization is legal and financially sound at all times

Executive Committee

SE4A membership elects its officers on an annual basis. The SE4A By-Laws indicate that there will be one representative from each state on the Executive Committee.

Executive Committee consists of:

_____ President,	_____ Treasure,
_____ 1 st Vice President,	_____ Past President,
_____ 2 nd Vice President.	_____ At-Large,
_____ Secretary,	_____ At-Large,

Committees

SE4A has six standing committees, in addition to the Executive Committee, to implement the work of the Association. These committees meet quarterly and work via telephone and email between meetings. The standing committees are:

- Program – Priority task is implementation of the Annual Training Conference
- Awards/Election – Primary task is oversight of the annual awards and officer and board...
- By-laws/Resolutions/Procedures – Primary task is revision of By-laws and Policies and..... oversight of the resolution process.
- Legislative/Advocacy – Primary task is to educate membership about key legislative issues...
- Membership – Primary task is annual membership drive and member services
- Budget – Primary task is the oversight of financial accountability of the association

TIME LINE / CRITICAL PATH

September/October

Conference Host State will complete the conference agreement between the SE4A and Host State AAA.

Request Conference expense advance (Conference Host State)

November/December

Develop Conference budget to present at Winter Board meeting.

Develop Conference Theme

January

Request Conference expense advance (2 years out)

Submit Final Conference Report (Previous Host State)

Submit proposed annual conference budget (conference host state)

Confirm Conference Agenda

Preview, Revise and Print Sponsor, Exhibit, Advertising Program

February

Establish Conference Committees

Begin Sponsor and Exhibit Solicitation

Produce Proposal Submission Form

May

Send first notice for Annual Conference

July

Send final information on Annual Conference

September/October

Host Annual Conference

HOTEL CONTRACT

The following should be addressed/considered

1. Dates available
2. One sleeping room rate for single, double, triples, or quadruples.
3. Prices for refreshment breaks, and for continental breakfast
4. Sample luncheon and dinner menus and prices.
5. Sample menus and prices for the reception.
6. Meeting room rental fees.
7. Audiovisual equipment that is complimentary and/or rental prices. Ask presenter to bring their own AV.
8. Concessions – What is the hotel offering the group? Examples – complimentary (50 rooms block is usually offered) suite/room for conference hospitality, complimentary suite for SE4A President, complimentary rooms for speakers, upgrades for board members.
9. Exhibit space cost and what is included in the cost.
10. Accessibility to adults with disabilities, including hearing impaired.
11. Location for lockable office/storage room and first aid station.
12. Parking rate for conference participant (if required and applicable).
13. Brief plan to address Board meeting needs/requests.
14. Transportation accessibility from airport to hotel and projected rates.
15. Room Block Based on History – do not set the room block too high – you can increase it as the time gets closer.
16. Attrition Clause
17. Minimum Catering Charges
18. Procedures for getting approved for a Master Account
19. Availability of restaurants close to the hotel.
20. Hotel site to be approved by Board prior to signed contract, usually 2 years out.

CONFERENCE HOST STATE AND PARTNERING AGENCY REQUIREMENTS

1. The Conference Host State Committee must determine if they will host the conference on their own or partner with another agency.
 - a. If the Host State Committee chooses to host the conference on their own, they must designate if they are exercising the option to retain a portion of the profit and to whom those proceeds would go.
 - b. If the Host State Committee chooses to partner, an agreement must be written outlining responsibilities and the percentage of profit (or losses) shared by each group.
2. The SE4A Board has the responsibility to carefully review and approve the conditions of the agreement between the Host State Committee and the partner agency.
3. The Conference Host State Committee has the option to retain 25% of any profits after reimbursement of the Cash Advance, payment of all expenses and payment to SE4A of the first \$15,000 profits. (This applies only if the Committee does not have a Partner.)
4. The Conference Host Committee who exercises the option to Partner will not have the option of the 25% profit. However, the Agreement between the Conference Host State and the Partner must specifically address the repayment of the Cash Advance, payment of conference expenses, the first \$15,000 in profit to SE4A and how any remaining profits will be split between the Partner and SE4A. (Percentage split to the partner agency not to exceed 35%.)
5. SE4A will cover any losses from implementation of the conference except in the case of the Conference Host State Committee partnering with another organization. If the Host State Committee partners the percentage of profit split between SE4A and the Partner will apply to any losses.
6. SE4A will write a check to the organization designated to receive the Host State Committee's 25% share of the profit after receipt of the final financial report and proceeds.
7. If the Host State Committee has a Partner, after Cash Advance reimbursed to SE4A, all expenses & revenues balance, SE4A receives \$15,000, the final financial report has been approved by SE4A, the remaining profit is submitted to SE4A. SE4A will be responsible for dispersing to the Partner Agency its percentage portion of the remaining project (not to exceed 35%.)

COMMITTEE RESPONSIBILITIES

Registration

Program

Entertainment

Exhibits

Transportation

Logistics

Publicity

Meals/Refreshments

Hospitality

Door Prizes and Goody Bags

Decorations

REGISTRATION COMMITTEE

Chair:

Members:

Responsibilities:

1. Send out date saver postcards.
2. Arrange with hotel for room reservation cards or forms to be included in announcement/registration packet. (Including availability of handicapped accessible rooms.)
3. Secure up-to-date email lists from state agencies, AAA's, other organizations as appropriate. (Be sure to include center directors and adult day directors.)
4. Work with other committee chair, i.e. Program, Entertainment, Exhibits, Publicity, etc., to develop copy on outstanding highlights, entertainment, special events, etc. for the Announcement/Registration brochure.
5. Work with Transportation Committee to secure information on both air and ground transportation for packet.
6. Establish cut-off date for mail-in registrations and develop a refund and cancellation policy. (May want to establish a fee for administration if canceled after a certain date. May also want to establish a late or on-site registration fee slightly higher than regular registration fee.)
7. Mail out registration brochures.
8. Arrange for individuals to be able to register off the website.
9. Establish system for tracking and accounting for registrations received, including depositing revenues in the conference account.
10. Send acknowledgement of registrations received.
11. Arrange for staff and volunteers for on-site registration. Establish times that registration desk will be open. Transmit to Program Committee for inclusion in final program.
12. Arrange to secure portfolio or durable bag for registration materials, name tags, tickets, program, map, local establishments, etc.
13. Collect materials for registration packet. Assemble packet.
14. Arrange for "Message Board" in the registration area.
15. Keep track of total registrations for each meal function and transmit to Meals Committee Chair.
16. Develop a method to determine the state having the highest overall conference attendance.
17. Develop a budget and transmit to Conference and Program Chairs.
18. Keep a file on all activities to be given to the next state at end of conference.
19. Ribbons (different colors) for:
 - Host State (AAA Staff)
 - Presenters
 - SE4A Board Members
 - SE4A Officers
 - Exhibitors
 - Past Chairpersons
19. Name tags for all participants.

PROGRAM COMMITTEE

Chair:

Members:

Responsibilities:

1. Assume responsibility for overall conference planning.
2. Develop theme.
3. Schedule of total conference (i.e. starting times, meals, workshops, etc.)
4. Secure speakers for all Keynote and Plenary sessions.
5. Determine number and content of workshops...tracks, etc. – range of 32-60 workshops
6. Secure presenters for all workshops.
7. Work closely with SE4A Program Committee on 2 thru 6 above.
8. Develop workshop information from requesting complete information to both SE4A and Tennessee Program Committees.
9. Develop a simple contract for presenters and speakers detailing times, financial arrangements, etc.
10. Work with all other committees to develop information to be included in registration packet.
11. Determine what information will be included in final program.
12. Develop final program including information from all other committees to be included in packet.
13. Develop format for final program.
14. Arrange for printing final programs and getting to the Registration Committee.
15. Plan logistics of who will moderate, who will be seated at head table, etc., for each general session.
16. Develop a budget for Committee.
17. Work with all other Committee Chairs to determine Conference Registration fee.
18. Develop conference evaluation form to be included in packet at registration desk.
19. Keep a file on committee activities to be submitted to the next state at end of conference.
20. Name cards for head table.
21. Script for SE4A President.

ENTERTAINMENT COMMITTEE

Chair:

Members:

Responsibilities:

1. Entertainment for Sunday Reception/Dance.
2. Entertainment for Awards Luncheon (short).
3. Develop a written contract with the entertainers for each of the above which includes times and length of performances as well as costs.
4. Arrange for appropriate stage set-ups, hook-ups, special equipments, etc.
5. Optional activities for participants:
 - * Special Attractions
 - * Shopping
 - * OtherInformation on local activities and cost to be included in registration packet or at registration desk.
6. Develop Entertainment Budget and transmit to Conference and Program Committee Chairs as soon as possible.
7. Write up information for registration packet on entertainment secured.

EXHIBITS COMMITTEE

Chair:

Members:

Responsibilities:

1. Determine area and number of exhibit spaces available.
2. Establish fee and determine specifically what we will provide for fee and develop levels of sponsorship.
3. Draw up simple contract form outlining above.
4. Develop a list of potential exhibitors, including...
5. Develop a letter and/or brochure soliciting exhibitions and mail out as early in the year as possible.
6. Determine what will be provided to encourage conferees to view exhibits.
 - * Breaks in exhibit hall?
 - * Major door prizes and how winner will be determined?
 - * Extra reception in exhibit hall?
 - * Will exhibitors donate door prizes for exhibit area?, etc.
7. Serve as contact for all exhibitors.
8. Assign exhibitors to specific spaces.
9. Arrange for all hook-ups, curtains, chairs, etc., for exhibitors.
10. Be available to assist exhibitors in setting up.
11. Determine how exhibit hall will be open and transmit information to Program Committee for inclusion in printed program.
12. Arrange for security.
13. Coordinate major sponsors with other committees.
14. Develop a budget of anticipated revenues and expenses as soon as possible and transmit information to Program Committee and Conference Committee Chairs.

TRANSPORTATION COMMITTEE

Chair:

Members:

Responsibilities:

1. Determine official airlines or travel agency for conference. What kind of discounts, etc.? Will they provide a free ticket for door prize, etc.
2. Determine costs of ground transportation from airport. Shuttle cost? Cab cost?
3. Cost of hotel parking?
4. Transmit above information to Program Committee for inclusion in printed program.
5. Develop schedules for arrivals and departures of dignitaries to be picked up and returned to airport and arrange for people to be available at those times to transport.
6. Is public transportation available? Type? Cost? Schedules for packets.
7. Arrange for transportation if any part of conference is off-site, etc.
8. Arrange with hotel for shuttle for shopping, entertainment, etc.
9. Develop a budget and transmit to Program and Conference Chairs as soon as possible.
10. Keep a file on committee activities to be submitted to next state at end of conference.

LOGISTICS COMMITTEE

Chair:

Members:

Responsibilities:

1. Committee Chair serves a main contact with hotel.
2. Arrange with hotel for times and meeting space for all functions – plenary sessions, workshops, meals, reception, board meeting, registration, exhibits, etc.
3. Work with Program Committee to assign specific rooms for each function, including workshops.
4. Arrange for place to store special equipment, door prizes, etc.
5. Make arrangements for room set-ups for all functions, i.e. classroom style, rounds, etc., including head table.
6. Arrange for all audio-visual and other equipment needed for each session and/or workshop. Have someone assigned to check each room just prior to session.
7. Make arrangements for any special needs:
 - * Suite for SE4A Chair
 - * Suite for Hospitality Room
 - * Other?
8. Keep track of complimentary rooms available and work with Program Committee to use complimentary rooms for speakers for whom we are paying expenses.
9. Have printed directional signs for registration, exhibits, and main functions.
10. Have printed signs with names of each session and workshop to be placed outside the doors to each session.
11. Assign staff to place and changes signs as needed.
12. Develop a budget and transmit to Program and Conference Committee Chairs as soon as possible.

PUBLICITY COMMITTEE

Chair:

Members:

Responsibilities:

1. Work closely with Program and Registration Committee.
2. Obtain date saver cards printed with pertinent conference information.
3. Work with Registration Committee to decide who mails date savers.
4. Develop and send information regarding conference to other organizations who have newsletter with conference calendars, etc.
 - * Aging Network News
 - * Older Americans Report
 - * Universities
 - * N4A
 - * NCOA
 - * Southern Gerontology Society
 - * State Aging Association
 - * Other
5. Develop news releases for newspaper and anyone else appropriate.
6. Work with Program Committee to develop copy for registration packet.
7. Any other activities to help promote attendance at conference.
8. Develop a budget to be submitted to Program and Conference Chair.
9. Keep a file on committee activities to be submitted to the next state at end of conference.

MEALS/REFRESHMENTS COMMITTEE

Chair:

Members:

Responsibilities:

1. Plan each meal function – reception, lunch, banquet and breakfast. Make sure you have enough food especially at receptions.
2. Plan refreshments for breaks and where to be set up.
3. Tickets for each function – numbered for door prizes??? Determine how they will be collected – Door?...Table?...etc., and by whom.
4. Provide copy of menus to be included in registration packet.
5. Determine cost for each function including breaks.
6. Copy of costs and total budget to Conference Chair and Program Committee Chair.
Complete budget as soon as possible.
7. Keep track of number of participants for each meal function and report to catering manager on a timely basis. (Work with Registration Committee.)
8. Work with Door Prize Committee on ticket numbers or system for drawing.
9. Sponsors for any of above???

HOSPITALITY COMMITTEE

Chair:

Members:

Responsibilities:

1. Arrange for, and set-up, Hospitality Suite.
2. Establish times to be open to be printed in program.
3. Arrange for staffing of room at all times.
4. Arrange for refreshments and snacks.
5. Get cups, plates, napkins, etc.
6. Can you get any or all of these things donated?

DOOR PRIZES AND GOODY BAGS

Chair:

Members:

Responsibilities:

1. Obtain at least one door prize from each county, valued at no less than \$25.00
2. Obtain one good item from each district.

DECORATIONS

Chair:

Members:

Responsibilities:

1. Head table decorations for lunch, banquet and breakfast.
2. Take decorations/centerpieces for lunch, banquet and breakfast. If centerpieces are “give-aways”, determine how to be distributed.
3. Other decorations for receptions and dinner/dance.
4. Develop budget.

SPONSOR, EXHIBIT AND ADVERTISING INCOME

The Conference expenses are paid with funds from registration, sponsorship, advertising, and the exhibits.

SPONSORSHIP

Welcoming Reception	-	\$ 7,500
Continental Breakfast Sponsor	-	\$ 6,000
Luncheon Sponsor	-	\$ 8,000
Evening Social Event	-	\$17,500
Closing Breakfast	-	\$ 8,000

EXHIBITS

Non-Profit	-	\$ 500
For-Profit	-	\$ 600

REGISTRATION

Minimum goal of ____ attendees @ \$275 average
Add one day registration fee

SE4A CONFERENCE

BUDGET OVERVIEW

Expenses

MEALS/REFRESHMENTS/ROOM RENTAL \$68,800

	Saturday	Sunday	Monday	Tuesday	Wednesday
Board Dinner	\$2,500				
Board Breakfast	\$ 600				
Board Lunch	\$1,000				
Reception		\$6,000			
Breakfast Plus AM/PM Breaks			\$ 8,700	\$ 9,000	\$6,000
Luncheon			\$10,000		
Tuesday Nights Hordevours				\$12,000	
Beverage Tickets				\$ 6,000	
Meeting Rooms	\$ 300	\$1,000	\$2,400	\$ 3,000	\$ 300
Totals	\$4,400	\$7,000	\$21,100	\$30,000	\$6,300

PROGRAM \$39,000

General Sessions/ Motivational	\$10,000				
Class Speakers	\$14,000				
Intensives	\$ 1,000				
Entertainer	\$ 5,000				
Audio Visual Equipment	\$ 9,000				
Totals	\$39,000				

PRINTING \$6,100

	350	450	750		
Registration Brochure			\$2,100		
Conference Brochure	\$4,000	\$4,000			

EXHIBITORS \$5,000

Booths	\$4,000
Exhibitor Lunches	\$1,000
Totals	\$5,000

GOODY BAGS \$2,000

Bag with imprint	\$2,000

DECORATIONS \$2,815

Totals	\$2,815
Centerpieces	\$ 600
Place Cards	\$ 15
Tablescapes Awards Luncheon + Floral	\$ 750
Tablescapes Gala Affairs + Floral	\$1,000
Hospitality Suite	\$ 150
General Session	\$ 150
Closing Breakfast	\$ 150

HOSPITALITY \$2,000

Supplies beer wine suite napkins cups	\$2,000

REGISTRATION \$300

Ribbons	
Labels for save the date	
Mail Costs	
	\$300

\$126,015 TOTAL BUDGET

SE4A ANNUAL TRAINING CONFERENCE

PROPOSAL SUBMISSION FORM

Due by

Title of Presentation: _____

Please list three or four learning objectives for the session:

- _____
- _____
- _____
- _____

Format for Session:

- Intensive Workshop Panel Discussion

Track for which Session will best be suited: (sample track)

- | | |
|---|---|
| <input type="checkbox"/> Education/Professional Development | <input type="checkbox"/> Caregiving |
| <input type="checkbox"/> Senior Centers (Including Wellness) | <input type="checkbox"/> Elder Rights/Justice |
| <input type="checkbox"/> Consumer/Client Choice (Including ADRC models) | <input type="checkbox"/> Communities Preparing for the future |
| <input type="checkbox"/> Health & Long-term Care | |
| <input type="checkbox"/> Information/Referral/Assistance | |

Sessions will be 1 hr. 15 min. in length. Program reserves the right to modify time/track based on availability in the schedule.

Briefly (75-100 words) describe the proposed session: _____

Presenter # 1: _____
Title/Agency: _____
Address: _____
Phone #: _____
e-mail address: _____

Presenter # 1: _____
Title/Agency: _____
Address: _____
Phone #: _____
e-mail address: _____

Presenter's Qualifications:

Please attach a copy of your résumé to this form. Below, please describe experiences and training that uniquely qualify you to participate in the proposed presentation. This information is required for CEU approval.

Presenter #1: _____

Presenter #2: _____

Will you be providing your own A/V equipment? Yes No

Please describe the type connections you will need for your presentation. _____

If you are unable to provide your own equipment, please describe your requirements.

Proposal Submission Forms are due by _____ . Submit completed form to:

WORKSHOP INFORMATION CHECKLIST

Workshop: _____ Intensive: _____

_____ Workshop Title

_____ Workshop Description

_____ Presenters

_____ Name

_____ Position

_____ Agency

_____ Location

_____ Telephone

_____ AV Order

_____ Primary Contact

_____ Name

_____ Telephone

Claimed Expenses

_____ Yes

_____ No

Requested Room

_____ Yes

_____ No

Bio/Resume

_____ Yes

_____ No

SE4A CONFERENCE

WORKSHOP MODERATORS

Please complete this form if you will volunteer to moderate a workshop session. If you have a preference as to time/date/workshop, please specify.

Moderator Information

Name: _____

Agency: _____

Phone: _____ **Fax:** _____

E-Mail: _____

Preference: _____

I will try to accommodate your requests, but make no promises.

SE4A ANNUAL TRAINING CONFERENCE

MODERATOR'S INSTRUCTIONS

Thank you for your willingness to serve as a moderator for this workshop. Please use the following guidelines to ensure the success of this session.

1. Read over the enclosed bio(s) to familiarize yourself with the presenter(s).
2. Before the session begins, introduce yourself to the presenter(s) and agree upon a visual cue to indicate when time is running out for the session.
3. Be available throughout the session to assist the presenter(s) with handouts or other needs.
4. Start the session on time.
5. Introduce the presenter(s) using the attached bio information. If the enclosed bio has comprehensive information, be sure to condense your introduction to include only 4-5 highpoints. Introductions should not last more than 2-3 minutes.
6. Give the presenter a signal five (5) minutes before time is up.
7. Close the session on time by thanking those in attendance and giving instructions for evaluations. Extra evaluation forms are enclosed for those who do not have a conference brochure including the evaluation form.

ANTICIPATED CONFERENCE SCHEDULE

Saturday

9:00 – 3:00 SE4A Board Meeting

2:00 – 5:00 Registration

Sunday

9:00 – 12:00 Pre-Conference Intensive Sessions

3:30 - 5:30 Opening Session

- Set-up theater style
- Sound system available
- Head Table (includes: SE4A President, Conference Chair, State Director, Local Mayor, Minister, Performer to sing National Anthem, Keynote Speaker)
- State Flags should be set-up on the stage
- Flow for the Opening (SE4A President will welcome everyone to the conference and introduce the head table, President will introduce the minister who will give the invocation, President will announce the Presentation of the Flag and lead the Pledge to the Flag, President will call on performer to sing the National Anthem, President will introduce state director and local mayor who will provide an official welcome, President will introduce the keynote speaker, Conference Chair will conclude with update on program.)

5:30 – 7:30 Reception (Exhibit Area)

7:30 – 9:00 Hospitality Suite

Monday

7:15 – 8:15 Continental Breakfast (Exhibit Area)

8:30 – 9:45 General Session (Current SE4A Officers are also seated at the head table, the SE4A President welcomes everyone to the Conference and introduce the speaker and/or speakers. Conference Chair will conclude with update on program.)

10:00 – 11:15 Workshops I

11:30 – 1:30 SE4A Awards Luncheon (Do not plan a speaker during Awards Luncheon. Reserve tables for Past Presidents, Award Winners. Include the Awards/Election Committee Members to be seated at head table. Obtain a photographer for Awards Luncheon).

1:45 – 3:00 Workshop II

3:00 – 3:30 Break (Exhibit Hall)

3:45 – 5:00 Workshop III

5:00 – 6:00 Break in Exhibit Hall + Door Prizes (optional)

6:00 Open Evening

8:00 – 10:00 Hospitality Suite

Tuesday

7:15 – 8:15 Cont. Breakfast (Exhibit Hall)

8:30 – 10:00 General Session (Speakers from AOA, N4A or other National Association. SE4A President will welcome Everyone and introduce keynote speaker/ speakers. Conference Chair will conclude with update on the program.)

10:15 – 11:30 Workshops IV

11:45 – 1:30 Open Lunch

2:00 – 3:15 Workshops V

3:30 – 4:45 Workshops VI

3:30 – 4:45 State Directors Meeting

6:00 – 10:00 Dinner and Dance

Wednesday

8:30 – 11:00 Closing Breakfast
SE4A Business Meeting
Keynote Speaker
Call to Conference
Door Prizes
New SE4A Officers will be seated at the head table.

SE4A ANNUAL CONFERENCE OVERALL CONFERENCE RATINGS

How many SE4A Annual Conferences have you attended? (Circle one) 1- 30 2- 8 3- 8 4- 5 5+-24

	<i>Excellent.....</i>	<i>Adequate.....</i>	<i>Poor</i>		
	<i>5</i>	<i>4</i>	<i>3</i>	<i>2</i>	<i>1</i>
GENERAL SESSIONS					
Sunday -	_____	_____	_____	_____	_____
Monday -	_____	_____	_____	_____	_____
Tuesday -	_____	_____	_____	_____	_____
Wednesday -	_____	_____	_____	_____	_____
EXHIBITS					
_____	_____	_____	_____	_____	_____
SOCIAL EVENTS					
Sunday -	_____	_____	_____	_____	_____
Monday -	_____	_____	_____	_____	_____
Tuesday -	_____	_____	_____	_____	_____
OVERALL CONFERENCE					
Pre-Conference Publicity	_____	_____	_____	_____	_____
Registration Procedures	_____	_____	_____	_____	_____
Overall Conference Organization	_____	_____	_____	_____	_____
Hotel Accommodations	_____	_____	_____	_____	_____
General Environment of the Conference Location	_____	_____	_____	_____	_____
Conference Schedule of Events	_____	_____	_____	_____	_____
Topics presented were relevant to my needs for education	_____	_____	_____	_____	_____
The annual conference met advertised promises	_____	_____	_____	_____	_____
How would you rate the Conference Overall?	_____	_____	_____	_____	_____

PROGRAM LAYOUT – SE4A CONFERENCE

	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	
Saturday				SE4A Board Meeting (9:00 am – 5:00 pm)																		Board Dinner (6:00 pm until)		
Sunday	Registration for Intensive (8:00 am – 9:00 am)																							
											Conference Registration (12:00 noon – 6:00 pm)													
											Pre-Conference Intensive(s) - (9:00 am – 3:00 pm) 1. AIRS Training 2. Arthritis Exercise													
											Set up in the Exhibit Hall (2:00 pm – 5:00 pm) Colonial													
											Opening Session (3:30 pm – 5:00 pm) Carolina – Theater Style up to 400													
																							Reception in Exhibit Hall (5:30 – 7:00) Colonial	
Monday	Conference Registration (8:00 am – 4:00 pm)																							
	Exhibit Hall Open (7:30 am – 4:00 pm) - Colonial																							
	Continental Breakfast in Exhibit Hall (7:30 am – 9:00 am) Colonial		General Session (9:00 am – 10:30 am) Carolina – Rounds 250 – 300 Keynote Speakers 1. Andre Bauer 2. Josefina Carbonell			Break 30 min. Door Prizes	Concurrent Workshops (11:00 am – 12:15 pm) Something creative in Gold Room (speed dating) 1. 2. 3. 4. 5.			Break 15 min.	SE4A Awards Luncheon (12:30 pm – 2:30 pm) Carolina – Rounds 250 – 300 <u>NO KEYNOTE SPEAKER FOR LUNCHEON</u>			Break 15 min.	Concurrent Workshops (2:45 pm – 4:00 pm) Something creative in Gold Room 1. 2. 3. 4. 5. 1. Mobile Tour			Beer and Wine Reception (5:00 pm – 6:00 pm) Need to check on location		Dine Around (6:00 pm until) Hospitality Committee to pick restaurants and have sign-up sheets in lobby				
Tuesday	Conference Registration (8:00 am – 4:00 pm)																							
											Exhibit Hall Open (7:30 am – 12:00 pm) – Colonial													
	Continental Breakfast in Exhibit Hall (7:30 am – 9:00 am) Colonial		General Session (9:00 am – 10:30 am) Carolina (Theater or Rounds) Keynote Speakers 1. Sandy Markwood 2. Bob Blancato			Break 30 min. Door Prizes	Concurrent Workshops (11:00 am – 12:15 pm) 1. 2. 3. 4. 5. 6. 1. Mobile Tour Bishop Gadsden			Lunch on Your Own (12:15 pm – 1:30 pm)			Concurrent Workshops (1:30 pm – 2:45 pm) 1. 2. 3. 4. 5. 6.			Break 15 min	Concurrent Workshops (3:00 pm – 4:15) 1. 2. 3. 4. 5. 6. 1. Mobile Tour			SE4A Conference Entertainment (6:00 pm until) Boone Hall (Low Country Boil)				
Wednesday	Closing Breakfast – Rounds 250-300 Colonial (Buffet)		General Session 2010 KY Call to Conference – Rounds 250-300 Colonial									AIRS Testing												

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