



ECE CONFERENCE PLANNING COMMITTEE AGENDA
Thursday, May 23, 2013, 3:00-5:00 PM
Cabrillo College, room 1508 6500 Soquel Dr. Aptos

Coordinator: Diane Oyler, CCPC

Chair: Dana Cox (Early Start) and Sandy Paiva (Cabrillo College)

Members: Maria Castro (Central CA MHS), Irene Freiberg (First 5 Santa Cruz County), Jean Gallagher-Heil (Cabrillo College), Ofelia Garcia, (Cabrillo College), Lorena Gonzalez (Head Start), Karen Hamman (PVUSD), Meghan Reilly (SCCCC), Marci Solar (Coast Community Preschool).

Time	Item	Facilitator
3:00	Welcome and Introductions.	Dana and Sandy
3:10	Review time line	Diane
3:15	Save the Date	Diane
3:20	Workshops	Diane
4:10	Sponsors	Maria/Diane
4:15	Ads	Irene
4:20	Exhibitors	Meghan
4:30	Bags: what kind, color, how many	Diane
4:35	Lunch	Diane
4:45	Announcements	All
5:00	Adjourn	

MAY

Workshops: Translations; workshops slotted into sessions

Facility: Reserve all workshop rooms with presenter AV needs in mind if Aptos campus

Food: Contact caterer and coffee providers to save date

Program: Put workshops into time slots

Publicity: STD flyer to Cabrillo by first or second week of May

- STD flyer mailed by third week of May
- Description of conference posted on CCPC website
- Contact CCAEYC web posting prior to mailing STD

JUNE/JULY

- **Ads:** Send letter soliciting ads. Follow up with calls.
- **Awards:** Notify winners by letter; ask for short bio facts for intro
- **Bags or other gift:** Decide on design; place order
- **Evaluation:** Discuss evaluation for coordinators and conference
- **Exhibits:** Contact potential exhibitors
- **Facilities/AV:** Hire AV person
- **Food:** Get donations for breakfast foods; Choose lunch menu. Contact caterer

- **Presenters/facilities:** Assign workshop rooms and AV equipment
- **Program:** Preliminary Program (all info but room assignments) to designer by 10 weeks before conference: **8/1/13**
- **Translation:** Reserve MHS headsets
- **Welcome and Closing:** Decide what and who. Write notes for emcee.

Next meeting: June 20th location to be determined.
