

Planning is underway for the spring CDPI conference in Marion and we need your expertise!

Volunteers are needed in the following areas:

Sponsorship

- Acquire sponsors
- Serve as contact person(s)
- Solicit door prizes
- Gather sponsor info for conference materials
- Send thank you notes

Marketing

- Develop save-the-date announcement
- Create brochure/flyer to accompany registration materials
- Write & send list-serve announcements
- Maintain conference blog
- Market conference to external groups
- Provide info for website
- Write newsletter articles

Facilities (Christine Curless, chair)

- Reserve meeting room(s)
- Make overnight arrangements
- Finalize facility contracts
- Accommodate event insurance needs
- Organize catering
- Coordinate pre-conference networking event
- Provide logistics info for marketing (FAQs, maps, parking, etc)

Programming

- Coordinate keynote speaker
- Send "Call for Proposals"
- Secure presenters
- Gather workshop and presenter info for conference program
- Send conference confirmations and details to presenters
- Secure thank you gifts / payment for the presenters
- Host / introduce / assist during presentations
- Handle evaluations
- Send thank you notes

Registration

- Develop/update registration form
- Formalize registration procedures

- Input registration info into spreadsheet
- Send info/checks to treasurer
- Send confirmation of registration
- Make nametags
- Put together attendee information for distribution
- Coordinate check-in table at conference

If you want to help plan another professional CDPI conference, please let Anita know at anitary@goshen.edu or 574-535-7714.

Thanks,
Anita Yoder, co-chair
Tricia Dunton, co-chair