



San Francisco Collaborative Against Human Trafficking

SFCAHT Labor Conference Planning Committee

Agenda - Conference Call

Monday, September 6, 2014, 1:00pm – 2:00pm

1. Committee meeting notes
2. Discussion on various preparation items (please add to the list)
 - a. MCLE credits
 - b. Workgroups planning and preparation - ground rules, worksheet for recommendations
 - c. Conference materials
 - i. Who is preparing and sending materials
 - ii. Deadlines
 - Flyer
 - Formal invitation to speakers/workshop panelists
 - Program
 - Handouts (so far suggested: an updated fact sheet on HT, statistics)
 - Speakers' bios
 - Script
 - Registration materials (signing sheets, name tags, etc.)
 - Evaluation forms
 - iii. Distribution of materials by various participating organizations/agencies at the conference
 - d. Breakfast, lunch, coffee – catering (who is contacting who)
 - e. Logistics – who will be in touch with the state building staff on that
 - f. Sign in of VIPs and attendees
 - g. Staffing of the conference – staff and volunteer involvement
 - i. Registration table
 - ii. Workshops facilitation
 - iii. Plenary facilitation
 - iv. Food and drink tables
3. Publicity
 - a. Preliminary Publicity
 - b. Media participation in the Conference
 - c. Press release
4. Discussion on the Conference Draft Budget and request to Friends as fiscal agent
5. Review of the Conference Draft –Program and report on contacting/confirming speakers/workshop panelists
6. Next meeting
7. Adjournment