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