Agenda

1. **Introduction and Review of Agenda Items** (Dan)

2. **Approval of Academy Meeting Minutes** (Joyce)

3. **2015 Conference Assessment** (Tris & Chaya)

4. **2016 Conference Planning** (All)

   Location (Grand Valley State University)

   Possible themes

   Checklist review

5. **Planning for 2015-16**

   Potential *IJPE* research papers (Steve)

   Strategic Plan Update (Dan & Joyce)

   Local chapter activities (Masila & Chaya)

   Mid-year meeting location/dates (Peter)

   Newsletter dates

6. **Board Meetings** (Dan)

   Tentative schedule

   Archiving materials on member site

Supporting Documents & Resources

Minutes from June 2014 Summer Academy Meeting?

Minutes from January 2015 Winter Academy Meeting?

Conference Planning Checklist

Notes

ACADEMY OF PROCESS EDUCATORS
PE CONFERENCE PLANNING TIMELINE

Summer prior
* secure location for next year's conference
* assess last year's conference at the Academy meeting following the conference
* post proceedings and photos from last year's conference on the web
* write-up last year's conference in Academy & PCrest newsletters (fall issue)
* report actual budget (income & expenses) for last year's conference

September prior
* identify program chair, treasurer, and logistics chair (from host school)
* inventory needs/desires of host school vis a vis conference
* brainstorm potential themes for conference
* brainstorm potential plenary session topics
* approve draft budget for next conference
* reserve conference space at host location

October prior
* select theme and plenary session topics for conference
* launch conference webpage
* prepare conference announcement/call for papers in Academy & PCrest newsletters (winter issue)
* make short list of external keynoters and assign keynote "handlers"
* draft save-the-date postcards

November prior
* select and confirm external keynoters
* print save-the-date postcards (begin to distribute at PCrest workshops)
* invite individuals writing IJPE articles to do workshop proposals
* design pre-conference workshop and identify facilitators

December prior
* send save-the-date postcards to past participants
* update conference webpage with plenary session information
* make list of individuals/teams to recruit for sessions

January prior
* rolling approval of session proposals
* if feasible, have mid-year Academy meeting at site of conference
* review logistical arrangements surrounding conference
  => ensure cooperative learning environment for plenaries & other sessions
* recruit individuals/teams for sessions

February prior
* rolling approval of session proposals
* recruit individuals/teams for sessions
* make list of individuals to recruit for the Hall of Innovation
* make list of individuals to receive personal invitations to register

* identify social chair and editor for program booklet
* write-up information for Academy & PCrest newsletter (spring issue)

March prior
* March 1 deadline for session proposals
* remind registrants about deadline for hotel block
* update conference webpage with session information
* identify Hall of Innovation chair
* identify travel coordinator
* create program booklet outline
*confirm with plenary speakers hotel plans

April prior
* recruit Hall of Innovation entries
* review conference budget (for high and low attendance)
* recruit participants
* make agenda for Academy meeting after conference
* identify candidates for Academy ballot
* remind registrants about deadline for hotel block
* write-up information for Academy & Pcrest newsletter (summer issue)
* revise/expand program booklet outline as needed

May prior
* recruit Hall of Innovation entries
* May 15 deadline for workshop materials
* confirm catering arrangements
* facilitate sharing rooms and airport pick-up
* collect minutes from previous business meeting
* collect treasurers report
* make ballot for electing Board members
* identify on-site registration team
* obtain permission for copyrighted materials
* enter materials and edit for program booklet
* hotel block expires at end of month

Two weeks prior
* give final numbers to caterer(s)
* finalize program booklet
* send program booklet to printer
* send PCrest materials to host school
* make signs as needed

One day prior
* produce errata sheet noting any changes/omissions/errors
* assemble program booklets if needed
* post signs

At Hall of Innovation
* introduce organizers
* review participant expectations
* recruit session recorders (spread the wealth)