

## Conference Development Committee

Mission: The conference development committee (CDC) serves the association's future conference hosts by providing them with resources to guide the development of successful conferences. The CDC advises the Board of Directors on future conference site selection, and acts as a brain trust of past conference host committee members.

The 2011-2012 CDC goals include:

1. Evaluate the 2013 site proposals and provide the BOD guidance and a recommendation by their Dec. meeting.
2. Develop a Standard Operational Procedures Manual (aka conference manual) to clarify and define ownership of conference-related decision making processes, timelines, and responsibilities.
  - Conference manual chapters due from San Antonio Host Committee members by December 15, 2011
  - Rough Draft Submission to CDC by end of Feb. 2012
  - Final CDC draft to BOD one month prior to Mid-year
  - Implement conference manual for 2013 conference
3. Research and propose purchasing audiovisual equipment for the AORE by February 2012.
4. Retool the conference RFP for 2014 by 1 month prior to mid-year
  - a. Add square footage to RFP and pre/post activities
  - b. Consider separate RFP from host committee
  - c. Have 2014 RFP approved by BOD at mid-year
  - d. Out to public by Aug. 1
5. Evaluate or propose a 4-5 rotating conference site plan for future conference site development.
6. Evaluate or propose governance changes to conference responsibilities.
  - a. Consider a National Office role in vendor relations

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