

## ASDAL CONFERENCE PLANNING SCHEDULE PRESIDENT-ELECT

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### JUNE (DURING ASDAL CONFERENCE)

- Verify location of the next conference (the one you are planning).
- Gather preliminary information about the place
- Meet with the Planning Committee (usually the President-elect (P/E), on-site coordinator, and treasurer) and establish who will be responsible for what.
- Choose a theme for the next conference

### JULY

- Ask for summary of evaluation forms from previous conference
  - Ideas
  - Problems or mistakes to avoid
- Plan publicity strategy:
  - Conference dates and theme
  - Preliminary information on ASDAL web site (all public conference details should be posted to the website as they become available) and SDA-librarian list (P/E)
  - Work with the publicity coordinator to publish announcements in the Union Conference magazines and Journal of Adventist Education (P/E).
    - Set targets for publication.
    - Have publicity approved by the President.
    - Determine which publications will go out by the President and when – usually letters to the conference education officials (P/E)
- Check with ARS and SLS section chairs about their plans and time needed: (P/E)
  - ARS
  - SLS
- Check time allotments (P/E) for:
  - Executive Committee
  - ALICE
  - SDAPI
  - Business sessions
- Make sure the host site has formed a Local Arrangements Committee.
  - Onsite coordinator should:
    - Reserve conference facility and make necessary arrangement for guestrooms in the residence hall or a local hotel.
    - Provide travel details.

## AUGUST/SEPTEMBER

- Finalize dates for the conference
- Finalize the theme
- Mail “Call for Papers” and Tour information” with membership renewals (this may be published with the Fall *ASDAL Action*)
- Draft program outline providing time for:
  - Keynote speaker
  - Business sessions
  - ARS
  - SLS
  - ALICE
  - SDAPI
  - Executive Committee
  - Breakout sessions
  - Reports of breakout sessions
  - Group photo
  - Banquet
  - Campus Tour
  - Library Tour
- Local Arrangements Committee should be working on the following items:
  - Send geographical information of place and SDA/historical significance to *ASDAL Action* editor (*before October 15*).
  - Determine date for Early Bird registration (Earlier if Int’l conference)
  - Calculate attendees
  - Budget
  - Banquet
  - Refreshments
  - Decorations
  - Signs
  - Registration packets
  - Honorarium for speaker/s
  - Bags/cups/etc. for registration pack
  - Separate information for:
    - Tours
    - Additional persons for banquet
    - Housing
    - Airport transportation

- Check availability and reserve/make arrangements for:
  - Tour (Sabbath)
  - Tour (Local tours)
  - Location
  - Transportation
  - Brochures (1 extra printed for ASDAL Archives)
  - Walking Tours
  - Library
  - Campus
  - Town
  - Conference Room
  - Small conference rooms
  - Posters and exhibits area
  - Swap Shop area
  - Caterer
  - Banquet entertainment
  - Business session
  - Breakout sessions
  - Keynote speaker travel/accommodation arrangements
  - Where and when registration will be held
  - Hotels and/or dormitories
    - Names and locations
    - Describe distance to meeting place
    - Reservations
    - Cost
    - Maximum occupancy
    - Families (w/ children?)
    - Single or shared bedrooms
    - Air-conditioned
    - Local Phone
    - Long distance phone
    - Water supply
    - Bathing
    - Drinking
    - Deposit
    - Kitchen privileges
    - Microwave
    - Refrigerator

- Parking
- Towels
- Linen
- Soap
- Continental breakfast
- Other special features
- Restaurants/Cafeteria (note schedules)
- Restrooms
- Computer access/Computer labs for guests:
  - Email/Internet
  - Laptop/Tablet Internet (Wireless) access
  - Printing
  - Word processing – Word? WordPerfect? Others?
- Photocopiers
- Money changing machines
- Check equipment and other electronic supplies at conference facility:
  - Microphone
  - Projector
  - Computer/Laptop available for presenters to use
    - IBM Compatible
    - Apple
  - Presentation software
    - PowerPoint
    - Word Perfect Presentations
- Electrical supply and plug-ins for different needs given below:
  - Voltage
  - Screen
  - Audio or video recorder device – general sessions and business meetings should be recorded.
  - Secretary's desk with computer (check with secretary for his/her preference)
  - Translator's desk (if needed)
    - Decide if simultaneous or alternate translations
  - Information on how presentations will be made (Will the computer be in the front or way in the back?):
    - Speaker runs own computer from front
    - Rely on someone to run the computer from the back
- Assign personnel to be in charge of the following:

- Transportation and housing
- Tour arrangements and information (coordinate with transportation)
- Banquet
  - Place
  - Food
  - Theme/decorations
- Registration
  - Place
  - Registration personnel
  - Registration form
  - Packets
  - Program
  - Maps
  - Lists of restaurants
  - Campus information
  - Pen/pencils
  - Evaluation form
  - Name tag
  - Tour information
  - Phone information
  - Currency exchange information
- Signs
- Roads
- Campus
- Building
- Speakers
  - Keynote
  - Worship
  - Welcome
- Photograph (1 Extra should be printed for ASDAL Archives)
  - Photographer
  - Location
  - Time
  - Cost
- Refreshments
  - What?
  - How much?

- When?
- Coordinator
- Servers
- Translators (if needed)
- Technicians/technical info
  - Microphones for speakers and translators
  - Monitor the tape recorder and cassettes
  - Computers and the projection of presentations

## **OCTOBER (ASDAL ACTION DEADLINE OCTOBER 15)**

- FALL issue of ASDAL Action, SDA-librarian, and ASDAL website
  - Promote the conference (P/E)
  - Call for posters, exhibits, displays (P/E)
  - Announce exhibits, displays, swap shop (P/E)
  - Publish deadline for presentation proposals (P/E)
- Local Arrangements Committee :
  - Design the registration form and have approved by President-elect and treasurer
  - Registration Arrangements

## **NOVEMBER**

- Finalize details with Local Arrangements Committee
- Deadline for presentation proposals (P/E)
- Review posters and presentation applications (P/E)
- Preliminary program based on presentations and local tour information (P/E)
- Share information with President/Publicity Coordinator (P/E)
- Local Arrangements Committee :
  - (P/E) Send equipment details needed by presenters to on-site coordinator

## **DECEMBER**

- Announce presentations (P/E)
- Write preliminary program (P/E)
- Put together the program including committees, speaker information (P/E)

## **JANUARY (ASDAL ACTION DEADLINE JANUARY 15)**

- WINTER issue of ASDAL Action, SDA-Librarian, ASDAL website
  - Preliminary conference information with contact information (P/E)
  - Any changes, instructions
  - Tour information (including post-conference tour information if relevant for an international conference)
  - Registration form (also have it posted on the website)

## **FEBRUARY**

- President-elect reminders:
  - Presenters of papers
  - Poster presenters and Displayers/Exhibitors
  - Design program (P/E) – include list of officers
- Local Arrangements Committee reminders:
  - Work on loose ends
  - Work on evaluation form (P/E)
  - Prepare certificates of attendance
  - Remind all local area participants

## **MARCH**

- Prepare:
  - FINAL ANNOUNCEMENT including contact information (P/E)
  - LAST MINUTE CHANGES

## **APRIL (ASDAL ACTION DEADLINE APRIL 15)**

- SPRING issue of *ASDAL Action*, SDA-Librarian, ASDAL website
- Complete information about the conference (P/E)
- Registration Form (reminder)
- (P/E) Remind treasurer to order plaque for the President early

## MAY

- Publicity – Draft the publicity describing the successful conference to go into conference papers and local newspapers. Release after the conference.
- Submit final draft of the printed program to the President for approval.
- Make arrangements for the program to be printed – may ask local arrangements committee to assist with this.
- Deadline for early bird registration
- Local Arrangements Committee:
  - Keep in touch with treasurer and President-elect regarding number of registrants
  - Run copies of the program if asked by President-elect
  - Prepare packets
  - Everything should be in place!
    - Meeting rooms
    - Housing
    - Refreshments
    - Security
    - Transportation
    - Tours
    - People know their assignments
    - Packets
    - Certificates
    - Electronic stuff
    - Signs
    - Participants
    - Etc., etc.
- (P/E) Get in hand honorariums if negotiated.

## JUNE

- Prepare thank-you letters for speakers and main participants (P/E)
- Prepare thank-you notes for local persons as desired (host)
- Edit this guide and pass to the next President-elect and Host
- Collect and analyze the conference survey and share with both the planning and the executive committee for both years to determine perceptions of the next conference and ways to plan for the coming conference. (P/E)



## INTERNATIONAL CONFERENCE NOTES:

- The President-elect may find it useful to set earlier (January/February) deadlines for:
  - Call for Papers/Posters
  - Early Bird Registration
- Publicity should begin earlier in order to allow individuals to prepare for travel/funds.
  - President-elect and publicity coordinator should work with hosting campus to determine proper regional publicity
- The President-elect and executive committee may wish to appoint a travel coordinator.
  - The travel coordinator will be in charge of selecting a post-conference tour itinerary if so desired.
  - Post-conference tour information should be made available no later than the Winter *ASDAL Action*.
  - The travel coordinator may also look into group airfares if it is desired by the membership.
  - The travel coordinator would work directly with the P/E and executive committee.