



### **Conference Planning**

From content planning to entertainment, from speakers to optional activities, the Conference Planning committee's charge is to maintain and improve the high quality of COE's Annual Conference for the dissemination of knowledge and networking. Work with various subcommittees on specific tasks: General Session and Keynote Address Presenters; Training Session Presenters and logistics; Training Workshops; Networking functions; Academic events; Optional Activities, Contests and Educational Tours.

The committee works closely with the Product and Process Committees to provide direction and organization so the conferences achieve educational and financial successes.

The committee:

- Develops policies and an organizational structure for product and process committees;
- Recruits and onboard future committee leaders;
- Supports Product and Process Committees with the help of staff to manage logistics, and developing budget and planning;
- Promotes the development of community interaction and packaging of year-round educational content to meet the needs of COE members;
- Recommends conference dates, budgets, and content strategy based on the COE guidelines
- Assesses and establishes a set of technical and management outcomes to ensure and monitor success of conferences; and