



NLTAPA Work Group

Report of Activities

Work Group: Conference Planning

Date: Oct.17 meeting

Upcoming Meetings: Nov.16 @ 2:00 PM EST – 3:00 PM EST

Highlights:

- Basecamp: Workgroup members agree it is a good collaboration tool for planning the 2017 conference
- Keynote Speaker: it is the consensus of the workgroup members to have a “local” keynote speaker
- Sponsors – Exhibitors discussion
 - Contact common vendors that Centers use their products such as: Constant Contact, Cvent, LMS vendors, Promotional Product vendors, Adobe, Go-to-Webinar
 - Bags will be purchased or asked to be donated by promotional product vendors, allow them to have their logo on the bags
 - Carley is lead on the conference bags and possible padfolios for bags
- Host Updates
 - Hotel Coordinator has been very helpful
 - Reception off site will be the Children’s Museum contract is forth coming – the facility will be open for our conference attendees only, all beverages are allowed with the exception of red wine
 - Conference Banquet will be at the hotel with the possibility of a DJ, costs of entertainment is being researched
- Conference Registration/website
 - This will be coordinator by Scott Bershing with regonline as it was last year
- Conference A/V
 - Georgia LTAP will be sending a quote
- Conference Attendance Discussion
 - 51 centers were represented at the 2016 Conference – 1st time that it can recalled
 - Same people attending each year
 - Question was asked “Why don’t centers attend?” it was suggested to contact these center and have a discussion with them, giving them all the benefits of the conference, encouraging them to attend
 - It was discussed to do a regional outreach

Items needing EC consideration: none at this time

Reported By: Denise Brown, Chair