

**Annual Plan of Work**

**January 1, 2023 – December 31, 2023**

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| Committee Name | Conference Committee | |
| Committee Members | Andree Walker Bravo, Cheryl Buck, Mary Fran, K J Joseph, Vikram Koundinya, Lendel Narine, Renee Pusey, Celina Wille, (Matt Benge, Teresa McCoy) |  |

| Please provide a brief scope of work of the committee. | The NAEPSDP Conference Committee plans and conducts the program and activities for the NAEPSDP annual conference. The Conference Committee works closely with the Association Board in planning for the annual conference and the Marketing Committee to publicize the conference. Membership on the Conference Committee is open to all Association members. The President-Elect is an ex-officio member of the Conference Committee. |
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| Specific Item to Accomplish | Responsibility  (Names of people assigned to item) | Key Contact  (Person who will serve as a key contact for item) | Goal Date  (Anticipated completion date) | Completion Date  (to be filled in when completed) |
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| Develop and send out the call for conference poster and presentation proposals | Vikram Koundinya and | Vikram Koundinya | 4/28/2023 |  |
| Identify and invite keynote speakers | Andree Walker, Lendel Narine | Lendel Narine | 5/31/2023 |  |
| Plan evening activity options for the conference. | Andree Walker, Mary Fran | Vikram Koundinya | 5/31/2023 |  |
| Select posters and presentations for the conference; notify presenters and confirm attendance. | Lendel Narine | Vikram Koundinya | 6/30/2023 |  |
| Attain audio/visual equipment | Lendel Narine | Lendel Narine | 8/1/2023 |  |
| Volunteer list and management | K J Joseph, Mary Fran | Vikram Koundinya | 12/2/2023 |  |
| Conference website and registration | Vikram Koundinya | Vikram Koundinya | 4/14/2023 |  |
| Onsite registration | Andree Walker | Lendel Narine |  |  |
| Silent Auction Space | Lendel Narine, Andree Walker, Renee Pusey | Lendel Narine | 4/14/2023 |  |
| Create sponsorship intake form with associated sponsorship level. Manage other associated sponsorship processes (collecting payment, arranging table at conference, etc.) | Vikram Koundinya, T | Vikram Koundinya | 11/2/2023 |  |
| Set meal and break menus for NAEPSDP Conference. | Cheryl Buck, Mary Fran | Lendel Narine | 9/1/2023 |  |
| Plan and implement the program for the 2023 NAEPSDP Annual Conference. Communicate closely with Marketing Committee regarding this event. | K J Joseph, Cheryl Buck, Renee Pusey | Vikram Koundinya | 11/27/2023 |  |
| Conference proceedings | Cheryl Buck, K J Joseph | Vikram Koundinya | 12/22/2023 |  |
| Evaluate and report on the individual sessions and overall 2023 NAEPSDP Annual Conference. | Vikram Koundinya and Lendel Narine | Vikram Koundinya | 12/22/2023 |  |

| Budget Request | **TOTAL** |  |
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