



**Annual Plan of Work
January 1, 2019 – December 31, 2019**

Committee Name	Conference Committee – Select Committee
Committee Members	Kristi Farner, Diane Mashburn, Tom Payne, Nav Ghimire, Katy Gottwald, John Diaz, Karen Redders, Sarah Baughman, Merina Denny, Meredith Weinstein, Vikram Koundinya, Karen Ballard, Rich Poling, Amber Shanahan, Kim Fleming, Julie Robinson (ex-officio member)

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)
Develop and send out the call for conference poster and presentation proposals	Proposal Sub-committee	Diane Mashburn	4/16/2019	
Select posters and presentations for the NAEPSDP Annual Conference; notify presenters and confirm attendance.	Proposal Sub-committee	Diane Mashburn	9/16/2019	
Set meal and break menus for NAEPSDP Conference.	Menu Sub-committee (Nav Ghimire)	Kristi Farner	10/3/2019	
Plan pre/post conference and evening activity options for 2019 NAEPSDP Conference.	Activities Sub-committee (Karen Ballard, Julie Robinson)	Kristi Farner	11/5/2019	
Plan and implement the program for the 2019 NAEPSDP Annual Conference. Communicate	Kristi Farner, Diane Mashburn, John Diaz	Kristi Farner	12/3/2019	

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)
closely with Marketing Committee regarding this event.	-Work with Proposal & General Session Sub-Committees			
Evaluate and report on the individual sessions and overall 2019 NAEPSDP Annual Conference.	Diane Mashburn	Diane Mashburn	12/20/2019	

Budget Request	NAEPSDP Annual Conference Expenses TOTAL	\$ \$
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