



**Annual Plan of Work**  
**January 1, 2022 – December 31, 2022**

Committee Name	Conference Committee
Committee Members	Matt Benge, Andree Walker Bravo, Cheryl Buck, John Diaz, Robin Ertz, Vikram Koundinya, Carrie Stark, Rich Polling

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	Andree Walker Bravo	John Diaz	3/28/2022	
Identify and invite keynote speakers (1)	Andree Walker Bravo	John Diaz	5/30/2022	
Plan evening activity options for 2022 NAEPSDP Conference.	Robin Ertz, Cheryl Buck	Vikram Koundinya	5/30/2022	
Select posters and presentations for the NAEPSDP Annual Conference; notify presenters and confirm attendance.	John Diaz and Vikram Koundinya	John Diaz	5/30/22	
Attain audio/visual equipment	Matt Benge	John Diaz	8/1/2022	
Volunteer list and management	Matt Benge	John Diaz	12/2/2022	
Conference website and registration	Rich Polling	John Diaz	4/15/2022	
Silent Auction Space	John Diaz	John Diaz	4/15/2022	
Conference proceedings	Vikram Koundinya	John Diaz	11/2022	

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Create sponsorship intake form with associated sponsorship level. Manage other associated sponsorship processes (collecting payment, arranging table at conference, etc.)	Vikram Koundinya	John Diaz	12/2/22	
Set meal and break menus for NAEPSDP Conference.	Cheryl Buck	Vikram Koundinya	8/1/2022	
Plan and implement the program for the 2022 NAEPSDP Annual Conference. Communicate closely with Marketing Committee regarding this event.	Matt Benge, Carrie Stark	John Diaz	11/29/2022	
Evaluate and report on the individual sessions and overall 2022 NAEPSDP Annual Conference.	John Diaz, Vikram Koundinya	Vikram Koundinya	12/20/2022	

Budget Request	<b>TOTAL</b>	<b>\$59,900</b>
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