



ADMINISTRATIVE LEADERSHIP SYMPOSIUM

- The Administrative Leadership Symposium Committee is responsible for working in collaboration with CABE Staff to plan, organize, schedule, and facilitate the Administrative Leadership Symposium at the Annual Conference.
- The Administrative Leadership Symposium Committee will contact and confirm speakers to meet the needs of administrators, e.g. Superintendents, principals, district office administrators and others.
- The Administrative Leadership Symposium Committee will create invitations to be sent to designated districts.
- The Administrative Leadership Symposium Committee is responsible for welcoming participants and facilitating the symposium.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Create Agenda for Administrative Leadership Symposium
- Facilitate the Administrative Leadership Symposium
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Stay within budget (preliminary budget will be available at future meeting)
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference and with the Administrative Leadership Symposium Registration



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AUDIO VISUAL/TECHNOLOGY COMMITTEE

- The primary purpose of this committee is to assist in providing support with Audio Visual equipment throughout the duration of the conference. This includes all workshops and institute rooms and the various student performance areas throughout the conference.
- The AV chairperson and committee will be available to assist presenters in procuring and troubleshooting AV equipment. All AV equipment must be ordered by the presenter.
- At the conference, the AV chairperson will, with the assistance of her/his committee, be in constant contact with the AV Company and the Presenters Booth regarding any AV needs.
- The AV chairperson will communicate directly with her/his Planning Committee Co- Chair, and CABE Staff.
- Recruit volunteers, if needed, to assist them at the CABE conference. The conference workshop days will require daily volunteers.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Recruit own volunteers, if needed, to assist at CABE Conference
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is done

ADDITIONAL INFORMATION

- CABE enters into a written agreement with an audio-visual company. After reviewing several bids for services to be provided at the conference a company is selected as the official AV provider for the Conference.
- Workshop presenters are automatically provided an LCD projector and screen, at no charge.
- Additional equipment may be ordered directly from the AV Company through forms that will be sent to the presenters. Additional AV equipment will not be guaranteed during the conference. The request must be submitted prior to the conference.
- CABE Staff will maintain contact with the approved audiovisual company and provide information to them regarding AV needs for keynote speakers and presenters.



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AUTHOR/LITERATURE AND BOOK SIGNING

- The Author/Literature Committee is responsible for working in collaboration with CABE Staff to plan, organize, schedule, and facilitate the Author/Literature strand at the Annual Conference.
- The Author/Literature Committee will contact and confirm author participation at the Annual Conference.
- The Author/Literature Committee is responsible for Keynotes and selected Featured Speaker book signings.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Work directly with CABE staff with facilitation of schedules
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit own volunteers, if needed, to assist at the CABE conference



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COLLEGE CAMPUS VISITS

- Arranges college campus visits to local college campuses on the first day of the conference.
- Responsible for identifying the campuses to be visited, and make all arrangements with the university for the visitation. All information will be forwarded to CABE Headquarters. Participants will sign up and indicate their first and second choices and the pre-registration form. This information will be forwarded to committee chairs. The confirmations for the college campus visits will be sent by the committee.
- Schedule participants for campus sites and submit to CABE Staff.
- Submit a list of attendees and bus assignments 2 weeks prior to conference.
- The day of the visits, this committee will set up the check-in area at the conference site where the bus assignments will be posted.
- At least one member/volunteer of the College Campus Visits Committee should be present on each bus and at each campus site. This member is responsible for collecting college campus visit tickets and returning collected tickets to CABE Headquarters.
- The Committee is responsible for recruiting and setting up a schedule for volunteers to assist during the scheduled morning school site visits.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Confirm and turn in school site visit programs to be included registration brochure
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Stay within budget (preliminary budget will be available at future meeting)
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference

ADDITIONAL INFORMATION

- CABE Headquarters or the Registration Company will send college campus visit tickets.



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CONFERENCE INFORMATION BOOTH

- The Conference Information Booth Committee is responsible for assisting and answering registrants questions in regards to the CABE conference.
- The Committee is will use the information provided by CABE in the Information Book along with the data gathered during the planning meetings.
- The Committee is responsible for recruiting and supervising volunteers **and setting up a daily volunteer schedule for the information booth** during the conference.
- The Committee will maintain the Conference Information Booth during the conference.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Assist CABE Staff in the developing of the information that is needed in the Conference Information Book
- Develop a plan of action/timeline for your specific committee
- Make sure that the information booth is staffed daily during the full conference (must be staffed at all times)
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference



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DECORATIONS/MEAL FUNCTIONS

- The Decoration Committee is responsible for creating “atmosphere” throughout the conference with special emphasis on the General Session Hall, the Exhibit Hall, and the different meal functions.
- The Decoration Committee is responsible for purchasing/creating/collecting from schools centerpieces and decorations (flowers, plants, balloons, etc.) to be used to decorate the general session & meal events.
- The Decoration Committee is responsible for the creation, delivery and placement of the decorations. Invoices within the assigned budget are to be submitted to CABE.
- The Decoration Committee is responsible for recruiting and setting up a schedule for volunteers so they may assist in helping to decorate for events.
- Arrange for ticket collection for meal functions
- Responsible for placing “RESERVED” signs on tables for meal functions.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee’s progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Stay within budget (preliminary budget will be available at future meeting)
- Arrange for the delivery of Centerpieces, Podium Flowers and other floral arrangements needed
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE’s mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference



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EVALUATIONS

- The Evaluations Committee is responsible for implementing and tabulating the evaluation system for individual sessions and the conference as a whole.
- The Evaluation Committee will prepare a report evaluating the conference.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Design a system for duplication, distribution, collecting and tallying of evaluations
- Oversee evaluations operations during conference
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with the assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Recruit a committee of volunteers to distribute and collect evaluations
- Be available the week of the conference (March 23-26, 2016)
- Results must be given to CABE Headquarters 3 weeks after the conference.
- Prepare final report by Planning Committee Debrief Meeting
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference



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EXHIBITS AND CAREER FAIR

- The Career Fair and Exhibits Committee is responsible for attending to the needs of exhibitors and conference participants within the Exhibit Hall at the Annual conference (Exhibitor Information Booth).
- The Committee is responsible for recruiting and supervising volunteers **and setting up a daily volunteer schedule** during the conference so that they can help the exhibitors and CABE staff with any issues that may arise.
- The Committee will maintain the Exhibitor info booth during conference including making announcements and conducting raffle drawings.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Make sure that the Exhibitor Information Booth is staffed daily during the full conference (must be staffed at all times)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference

ADDITIONAL INFORMATION

- CABE staff will produce and mail the Exhibitor/Career Fair/Sponsor packet and process all forms.
- Information will be given to you the first day of the conference in regards to the Current list of Exhibitors, rules & regulations, etc..



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HIGH SCHOOL COMMUNITY SERVICE

- The High School Community Service Committee will work in conjunction with the CABE Staff to recruit students (with adult supervision) to serve Community Service Hours via the conference in areas such as Technology, Evaluations, Presiders, Greeters, Bag Stuffing, and overall support as needed.
- The Committee is responsible for recruiting and setting up a daily schedule of volunteers for high school students to work during the conference.
- The Committee is responsible for creating, confirming and signing off on the student community service hours form.
- The Committee is responsible for creating a student permission form to be signed by parents prior to working at the CABE 2016 conference.
- The Committee is responsible for working with sponsoring schools to set up transportation, parking, and bag lunches.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Recruit High School Student Volunteers, as needed
- Create list of students prior to the conference
- Make arrangements to meet the chaperone from each school(s) that plan to attend
- Ensure that each student volunteer has parent permission form completed and turned into CABE
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference time line
- Develop a plan of action/time line for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done



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PARENT CENTER

- The Parent Center Committee will work in conjunction with the CABE Director of Parent Relations and Project 2 INSPIRE staff to create an inviting atmosphere for parents at the annual conference through the implementation of a Parent Center and providing other guidelines to assist parents.
- The Parent Center will provide regular orientations for parents attending the conference as well as hold special workshop sessions for parents.
- The Parent Center Committee will arrange for staffing and support of this room along with CABE Staff.
- The Committee is responsible for recruiting and setting up a daily schedule of volunteers to assist them in orienting parents at the conference.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Prepare the schedule of the Parent Center hours, scope, focus and agenda for the Parent Center
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference time line
- Develop a plan of action/time line for your specific committee
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PROTOCOL

- The Protocol Committee is responsible for welcoming award recipients, special guests, keynote & featured speakers and other high profile guests. Members of this committee escort guests to their destination (table, speaking room, etc.) Should have a person available to greet guests at VIP Booth throughout the conference.
- Protocol Committee is responsible for receiving the names of the CABE award winners from the CABE Staff.
- The Protocol Committee ensures that all the awards given at each event are in place prior to the beginning of the event.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
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PUBLICITY

- The Publicity committee is responsible for assisting with promoting & publicizing the conference
- The committee will collaborate with the Parent of the Year, Para-Educator of the Year, Teacher of the Year, Administrator of the Year, Student Writing Contest, and Seal of Excellence Committees to garner publicity for the winners of each.
- The committee will contact the legislators of each of the award winners to solicit resolutions on their behalf
- The Committee will make arrangements to procure the resolutions before the annual conference.
- The Committee will contact local newspapers to issue press releases on behalf of the award winners
- The committee will work with the Protocol Committee to assure any legislative resolutions or other recognitions are in place for the specific Awards ceremony.
- The Committee will work with the CABE Board to staff the Media Room during the Annual conference.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
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REGISTRATION/TOTE BAG DISTRIBUTION

- The Registration Committee is responsible for assisting with the registration process at the Annual Conference.
- The Committee will recruit and set up a schedule for volunteers to stuff tote bags.
- The Committee will recruit volunteers and set up a schedule for daily tote bag distribution throughout the conference.
- This Committee will also recruit volunteers and set up a schedule for daily tote bag distribution to participants at the conference site.
- This Committee will recruit and organize volunteers to assist in the registration area on a daily basis.
- Volunteers will help manage lines and assist behind the counter during registration.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee with time for material set up and specific time for volunteer arrival.
- Work with CABE Staff to use Tote Bag material check off list to ensure that all items have arrived and are set out before bag stuffing volunteers arrive.
- Be available the week of the conference (March 23-26, 2016)
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SCHOOL SITE VISITS

- Arranges school site visits to local exemplary bilingual education programs on the first day of the conference.
- Responsible for identifying the schools to be visited, and make all arrangements with the school for the visitation. All information will be forwarded to CABE Headquarters. Participants will sign up and indicate their first and second choices and the pre-registration form. This information will be forwarded to committee chairs. The confirmations for the school site visits will be sent by committee.
- Schedule participants for school sites and submit to CABE Staff.
- Submit a list of attendees 2 weeks prior to conference.
- The day of the visits, this committee will set up the check-in area at the conference site where the bus assignments will be posted.
- At least one member of the School Site Committee should be present on each bus and at each school site. This member is responsible for collecting school site visit tickets and returning collected tickets to CABE Headquarters.
- The Committee is responsible for recruiting and setting up a schedule for volunteers to assist during the scheduled morning school site visits.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Confirm and turn in school site visit programs by **August 6, 2015**, to be included registration brochure
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Stay within budget (preliminary budget will be available at future meeting)
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference

ADDITIONAL INFORMATION

- CABE Headquarters or the Registration Company will send school site visit tickets.



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STUDENT ARTWORK

- Responsible for promoting soliciting, collecting and displaying student artwork.
- The committee will designate a central location to receive artwork entries.
- Create an identification card for each art piece that will include a description of art and artist information such as: Name, Age, Grade Level, School Name, and City.
- The Committee will work with schools to determine a procedure for returning artwork on the final day of the conference.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Make arrangements to set up artwork before the conference
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Keep database with contact information of all artwork submissions
- Forward database information to CABE office so each student can receive a certificate of appreciation
- Recruit volunteers, if needed, to assist them at the CABE conference



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STUDENT ENTERTAINMENT COMMITTEE

- Responsible for identifying and screening groups representing a variety of cultures to perform at different functions throughout the conference in determined areas and at all General sessions and Meal Events.
- Responsible for setting up daily performance schedules appropriate for event type and providing this information to the CABE Staff by deadline.
- The Committee is responsible for contacting all performance groups and making the adequate arrangements to get them to their performance on time.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Confirm and submit Final List of Student Entertainment by **January 2015** for the conference program
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Keep a database with contact information of all student entertainment groups
- Recruit volunteers, if needed, to assist them at the CABE conference



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STUDENT WRITING CONTEST

- Responsible for promoting the Student Writing Contest and evaluating entries.
- Entries will be forwarded to the Student Writing Chair who will set up evaluation committees to judge the entries. CABE will provide specific criteria rubrics that will be used to evaluate the entries. The contest is divided into four categories: Grades K-2, Grades 3-5, Grades 6-8, and Grades 9-12.
- The committee chair will recruit volunteers to review/read SWC Essay entries, set a time to meet and select candidates.
- The Student Writing Chair will contact winners and the associated school personnel and parents, and assist them with their arrangements for attending the conference and the banquet where the awards will be given. Certificates will be mailed from CABE headquarters.
- The Committee will type and edit the student essays to be submitted for program. Also contact winners to request submission of photo before deadline.
- Arrange to meet awards recipients prior to the presentations of the awards, review the schedule for the event and assist them in preparing for the reading of their essay at the event.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Submit Final Student Essays by **January 2015** to be included program.
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
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ADDITIONAL INFORMATION

- CABE Headquarters will mail nomination forms for SWC.



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TRANSLATION/INTERPRETATION

- The Translation/Interpretation Committee is responsible for arranging for interpretation throughout the conference (CABE will provide the equipment).
- The Committee will coordinate interpretation services with local school districts for all General Sessions and Featured Speakers and some selected workshops, if needed.
- Interpretation will be provided in Spanish, American Sign Language, and other identified languages.
- Interpretation will be provided at all General Sessions and meal events. Interpretation may be needed for other presentation sessions (CABE will provide a list of presentations).

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Create Schedule for Volunteers
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- All interpreters should submit registration information (Volunteer Form)
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference



TWO-DAY INSTITUTES

- Serve as a liaison between presenter and Marcia and/or Delma
- Stay for complete institute – both days
 - Arrive at least 30 minutes prior to beginning time of Institute
- Meet and assist the presenter(s) wherever needed, including:
 - Handouts
 - AV
- Sign in registrants both days (Monitor Tap N Go Units).
 - Accept additional participants only after all pre-registered participants have signed in, if space is available then they should be sent to registration area
 - Send to CABE registration area with authorization, where they will make payment and return back to institute
- They will also note on door if presentation is full. The same people attend both days so second days should be lighter in terms of duties.
- Introduce the Institute and presenter(s)
 - Clarify that participants are expected to attend both days
 - Housekeeping items: Location of bathrooms; Lunch times; Ending times, etc.
- Facilitate lunch times

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
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UNIVERSITY/COLLEGE CREDIT

- Shall secure the cooperation of a university (or universities) to provide college/university credit for attendees of the conference.
- Arrangements must be made with the university(s) to assist with processing the paperwork, collecting payment, and attending to any questions participants may have before and throughout the conference.
- Members of the committee will assist in the registering of participants for credit (University Credit Booth).
- Provide CABE with the University Credit information, Class number, professor, cost etc.
- The Committee will be responsible for recruiting volunteers and setting up a daily schedule for person to be available at the University table for the entire conference.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Confirm and turn in University Credit Provider by **August 6, 2015** to be included registration brochure
- Provide a Flyer for Website and for the program by **August 20, 2015**
- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference



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VOLUNTEERS

- Responsible for keeping a detailed list of volunteers from the various CABE Committees. The list needs to include name, address, phone number, days the volunteer will be volunteering, days the volunteer will be getting a free registration, and the committee and location where the volunteer will be working.
- Responsible for keeping all Committee's volunteer information in a database to be used during the conference to help guide volunteers as to the time and location of their work.
- The Committee is responsible for contacting all volunteers at least one month prior to the conference to make sure they know where they will volunteer, what day, and what time. A follow-up call two days before the conference is also required.
- The Committee is responsible for recruiting volunteers as needed. Please encourage all CABE Committee Chairs to recruit their necessary volunteers.
- The Committee is responsible for holding an orientation prior to the conference where all volunteers are asked to attend and register/check-in volunteers throughout the conference (Volunteer Booth).
- The Committee is also responsible for providing the CABE Accounting Dept. with a preliminary Volunteer list one week prior to the conference.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Provide a list of registered volunteers at the monthly meetings
- Provide Final volunteer list to CABE Headquarters two week prior to conference
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done
- Recruit volunteers, if needed, to assist them at the CABE conference

ADDITIONAL INFORMATION

- The Committee is responsible for recruiting volunteers for setting up of the CABE Store, as well as at least four volunteers to assist with the selling of the CABE merchandise at the store.
- Volunteers may be recruited from local universities, school sites, and other community organizations.
- Volunteers who assist at the conference will receive one day complimentary registration for each (8-hrs) day they volunteer. All volunteers must work for an entire conference day. Please see enrollment form.
- The Volunteer Committee will have a check-in booth at the conference that will need to be staffed at all times during the Annual Conference. The people at the booth will facilitate the scheduling of volunteers throughout the conference.



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WORKSHOP PRESIDERS

- The workshop presidrs will attend to the presenter's needs throughout the conference.
- The Committee will be responsible to recruit volunteers and set up a schedule to make sure presenters are at their sessions, check a/v set-up and that rooms are not filled beyond capacity and monitor the number of people in rooms.
- Workshop presidrs will post appropriate signs (eg. Session full, session cancelled, etc.). Signs are available at Presenter Check-in Booth.
- Meet with CABE Staff prior and during the conference.
- Attend Radio (walkie talkie) training prior to conference.
- Keep a count of conference participants in all conference workshops throughout the complete conference.
- Check-in to assigned area at least 30 minutes prior to the session beginning.
- Be responsible for setting up and removing Tap N Go units from assigned workshops.

ROLES AND RESPONSIBILITIES OF CABE 2016 PLANNING COMMITTEE

- Attend all planning committee meetings and report committee's progress
- Regularly maintain communication with assigned Planning Committee Co-Chair
- Recruit volunteers, if needed, to assist them at the CABE conference
- Schedule a meeting with the w/s presidrs volunteers two weeks prior to conference
- Provide list of workshop presidrs to volunteer committee chair three week prior to conference
- Follow overall conference timeline
- Develop a plan of action/timeline for your specific committee
- Be available the week of the conference (March 23-26, 2016)
- Keep CABE's mission in mind as work is being done