

CABE 2016



CALIFORNIA ASSOCIATION FOR BILINGUAL EDUCATION

CABE 2016 Planning Committee Meeting

District Office 15600 Concord Circle, Morgan Hill, CA 95037 - Board Room

Thursday, March 10, 2016 – 11:30 am – 2:00pm

- Feel Prepared and ready for CABE 2016
- Clearer Understanding of daily roles & responsibility during the Conference
- Have questions answered and suggestions/recommendations noted
- Feel supported, motivated and ready to go!

AGENDA

- 1) **Welcome**
 - a) Introduction and lunch
- 2) **Overview of CABE 2016**
 - a) Registration Information
 - b) Special Events, ALS Invitation, receptions, etc
 - c) Program online <http://www.cabe2016.org/conference/program.php>
- 3) **CABE 2016 Fundraiser Raffle Ticket – Win a iPad a day**
 - a) Raffle Tickets and distribution
- 4) **Circulation of Cell Phone List** (on table with sign-in sheet)
- 5) **Day by Day Review of PC Roles and Responsibilities**
 - a) Questions/Concerns
- 6) **Reminders:**
 - a) **Board and Planning Committee Reception**
Tuesday, March 22nd at 4:30– 6:30pm
Where: Hilton SF - Vista Lounge, Tower 1, 45th floor
 - b) **CABE President' Reception**
Thursday March 24, 7:00-9:00pm
Where: CABE Suite - Tower 3 room 1984
 - c) **Walkie Talkie (Radio) Training for Staff and Committees, Tuesday, March 22, 2016 @ 11am at the CABE**
 - (1) Workshop Presiders
 - (2) SSV
 - (3) University Campus Visits
 - (4) 2-Day Institute Volunteers
 - (5) Volunteers
 - (6) AV/Technology
 - (7) Protocol
 - (8) Publicity
 - (9) Exhibitor/Career Fair
 - (10) Conference Information Booth
 - (11) Translation/Interpretation
- 7) **Questions & Adjournment**



See you at the Hilton San Francisco Union Square – Week of March 21st