AGENDA ITEM\_\_\_O-5\_\_\_



**TO: APA Chapter Board**

**FROM: Kurt Christiansen, AICP**

**Vice President of Conferences**

**Betsy McCullough, AICP**

**Vice President of Professional Development**

**DATE: October 5/6, 2012**

**SUBJECT: Conference Manual Update**

Following the close of the 2013 APA California Annual Conference, the Vice President of Conferences and the Vice President of Professional Development will begin a comprehensive overhaul of the Conference Manual. The following is a list of proposed areas that will be reviewed and updated:

* Update contractor “scope of work” section and contractor responsibility list.
* General editing to focus discussion toward Programs Committee of CHC.
* Minimum Certification Maintenance opportunities for AICP attendees.
* Discuss keynotes and how many there should be and how they should fit into their program.
* Detailing which of the programs currently discussed are responsibility of the Programs Committee and which just need a room and slot for their meeting.
* Clarify that Chapter will not select 80% of the sessions but will rather ask the Programs Committee/CHC to go through process to allocate regular session slots to all non-discretionary sessions, 20% local sessions, then recommend which sessions should fill the remaining slots with just a review by the Chapter.
* Clarify direction Chapter is going with Law Sessions, Student Sessions, Commission & Board Sessions and include discussion of approaching each topic.
* Consider adding “Academic Day” on Sunday an invite faculty from the various Planning Programs to attend and present their research.
* Changes to fees for 1 day student registration following free student day.
* Tips on selecting a balanced program.
* Explanation about the recommended set of contacts with session moderators following session selection
* Updated direction regarding electronic submittals and processing of submittals.
* Pre-conference training sessions criteria and responsibility
* Setting of registration fees.
* Criteria for selection of Conference Chairs.
* Base line budget registration numbers.
* Changes to student session submittals.
* Make sure the use of acronyms is consistent throughout the Manual.
* Explanation about the recommended set of contacts with session moderators following session selection. Clarify that the Programs Committee assigns sessions to the session blocks, and that if there is a great differential in room size that they should consider assigning the rooms based on their understanding of the draw of the topic.
* Remove all references to specific contractors and reference back to contractor scopes in appendix.
* Include in appendix the current list of conference contractors.

Please forward any additional suggestion to kchristiansen@ci.azusa.ca.us or betsy92106@gmail.com. Draft manual will be send to the Board by December and presented in final form for adoption at the Board retreat in January.

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