

Suggestions for Future Planning Conferences

1. Have a poster session in a common area. Bring posters from break out rooms so that participants can take time to read the posters outside of the break-out sessions. This also gives them an opportunity to talk to others about what they are reading.
2. 45 Minutes sessions worked well. Be sure that each branch/district. Make schedule 40 minutes for session and 5 minutes for buffer/switching.
3. Be sure to emphasize to each branch/district the need to have good time management. Don't cram too much material and information into the time. Allow for some buffer time. Allow for time for audience discussion and Q &A.
4. First Planning Conference was in 2001. The second in February 2008. A future conference should be planned for about 2010 with subsequent ones every other year.
5. Icebreaker activities good. Having at least one with the breakout groups worked well. Should be separated more so background noise is not issue.
6. Name tags good. Be sure font is large enough to see easily.
7. Need conclusion to make connections on how all branches work together. May want to also include something similar on the intro.
8. Possibly have a speaker from each branch to highlight a special project they have worked on that is innovative, interesting, etc.