

# Member Institution Convening Planning Guide



## Introduction

Thank you for hosting a CPED convening! We look forward to creating a successful event with you and your institution.

Our annual convening is at the heart of CPED's work –connecting a diverse set of institutions with the common goal of collaboration for the improvement of professional practice preparation in education. As a host institution, you will further this goal as well as have the opportunity to share your accomplishments around redesigning the EdD.

As you begin to plan for the convening, the CPED Leadership team invites you to review this guide to assist in preparations. Combining the lessons learned, wisdom of prior hosts, and suggestions from members, this guide should give you an overview of the basic structures, needs and "to dos" to plan a convening. The CPED Leadership team will work with you to plan the 3-day meeting. You may contact any of the below team members for support in convening planning.

We look forward to working together with you to provide a rich and meaningful CPED convening.

Thankfully yours,

A handwritten signature in blue ink, appearing to read "Jill A. Perry", with a long, sweeping horizontal line extending to the right.

Jill A. Perry  
Executive Director

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## CPED Convenings at a Glance

### **Who?**

<b>Size</b>	Approximately 200 People
<b>Participants</b>	Deans, Program Directors, Faculty, Students
<b>Participant Locations</b>	Americans from across the U.S. and Canada
<b>Groups</b>	Members come individually or in small teams
<b>Experience</b>	Some have attended convenings since 2008, while others will be attending their first convening

### **What?**

<b>Pre-Convening</b>	Half-day workshops (paid, includes boxed lunch)
<b>Welcome</b>	Welcome from CPED and host institutions leaders
<b>Convening</b>	2 days of large group and break-out sessions
<b>Breaks</b>	Time throughout the day for networking and meals
<b>Meetings</b>	Opportunities for CPED leadership groups to meet and discuss CPED business
<b>Social Time</b>	Planned reception: food, drinks, entertainment (optional)
<b>Local Activity</b>	Planned evening activity that shows members some distinct part of the city
<b>Other Activities</b>	Other activities to promote community/tourism

### **Where?**

<b>Accommodations</b>	Hotels near Convening venue
<b>Location</b>	Near hotels, restaurants, and other amenities for out-of-town guests
<b>Site</b>	1 large presentation/meeting room, 6+ smaller breakout rooms, and informal social/meeting spaces, registration table

### **When?**

<b>Time of Year</b>	Mid-October
<b>Duration</b>	Three days
<b>Time of Day</b>	Approximately 8:30am to 5pm for sessions, social/networking events to follow

## Why?

<b>Showcase</b>	...the host institution’s CPED-influenced programs
<b>Engage</b>	...the institution in CPED activities
<b>Promote</b>	...tourism in the host institution’s city
<b>Budget</b>	With an actively managed budget, can be a cost-neutral activity

## Host Responsibilities

<b>Event Planning</b>	Event planning, catering, supplies, and support in consultation with the CPED Leadership team
<b>Budget</b>	Manage budget and convening finances
<b>Insurance</b>	Maintain insurance in the event of injury/emergency on site during the convening

## About the CPED Convening

The signature event of the Carnegie Project on the Education Doctorate is a “convening.” The term is meant to convey not only that these meetings are different from traditional conferences, but also that the central feature is a *coming together*. At times, we have also invited observers—graduate deans, disciplinary society leaders, and leaders from foundations and agencies—to participate.

Each convening has specific goals and a significant amount of work occurs beforehand—on the part of the planners and the participants—to ensure that those goals are reached. Beyond the particular goals of any given convening, every convening is planned to create an environment where people trust each other enough to share ideas openly, give honest feedback, and respond respectfully in disagreements.

Knowing that we are far from having all the answers, we have prioritized creating a setting that allows others to generate and share ideas. Therefore, five ideas originally created by Chris Golde and her Carnegie Initiative on the Doctorate (CID) colleagues shepherd the development of the CPED convenings’ goals and agenda. The ideas are:

1. *Idea-centered*. Proactive ideas are always at the heart of a CPED convening as a starting point for conversations. By starting with, and returning to, ideas, participants’ attention stays focused on larger questions of purpose—Why do we want to change our program? To what ends? What are promising strategies? Just as importantly, the agenda always includes opportunities to take risks. Convenings give people time and space to try out (and often reject) new ideas. By encouraging true intellectual imagination, new energy and ideas can be tested, regardless of the final outcome.

2. *A mixture of pedagogies.* We attempt to utilize a mixture of formats, including large group sessions, team-work time, structured small groups, presentations and social occasions. Basic pedagogical principles help structure the agenda: we change the format every couple of hours; we make sure that participants have many opportunities to actively engage, rather than just listening.
3. *Multiple voices.* CPED convenings are deliberately structured to include diverse opportunities for participants to engage with one another and with the central themes of the meeting, and so it is important that everyone be able to participate fully. We want to provide opportunities for participants to share ideas, both formally and informally, with others in presentations and discussions.
4. *High expectations.* It is tempting to acknowledge the amount of work on every student and faculty members' plate, and thus set low demands for preparation for a convening. But in fact, we set high expectations and ask each participant to complete several assignments in advance, which can involve consulting widely with the leadership team and other members of the department. We usually send background readings as well. By asking a lot, we send the signal that convenings are an opportunity to share departments' work, including their successes and setbacks, with other departments in a spirit of candor and the camaraderie of a shared mission.
5. *Unstructured conversations.* Last, but not least, the CPED convenings include the all-important social components. We seek to provide many opportunities to mix participants by role (student, faculty, observer, CPED staff). A simple question over wine, a new idea generated over coffee: these are moments of intellectual engagement that can be planned but not scripted.

### **Types of CPED Convening Sessions**

Convenings require space for a number of different types of participant meetings. These spaces include:

1. A large primary meeting space for all participants to assemble for large group presentations at tables, with presenter space at the head of the room (approximately 300 people);
2. A series of six or more smaller "breakout rooms" for concurrent sessions, ideally with flexible space (approximately 25-50 people);
3. Informal meeting spaces in which participants can meet for coffee and discussion.

In 2018, CPED Leadership redesigned convening sessions to:

- 1) Accommodate the growing numbers and diverse needs of members;
- 2) Provide more 'hands on' and engaging learning opportunities about program design that pushes our thinking;

- 3) Learn from and with each other and as we do strive to improve CPED programs
- 4) Offer an academic opportunity for those presenting, and
- 5) Continue to work together as a consortium to develop, test, and improve CPED notions for professional practice preparation.

As a result of this thinking, two formats for sessions were created.

**All exchange and large group proposals MUST consider the convening theme and seek to both teach and learn with CPED participants. “Show and tells” are not the goal.**

**Small Group Exchanges**

New categories have been created for the types of exchange sessions that include activities that will promote greater levels of interactivity and engagement for participants in small groups. These sessions happen on days 2 and 3 of the convening in breakout meeting rooms.

Type of Exchange	Description	Examples of activities
<b>Learning and Innovation</b>	These sessions most resemble past exchanges. They are presented and planned presentations among one or more CPED members using multimedia and providing opportunities for facilitated learning about programs and selected topics. They are presented concurrently with other exchanges.	Workshopping ideas Program case study Flipped learning session Panel presentation Ignite session
<b>Dialogue</b>	These sessions involve facilitation of discussion and dialogue among attendees. The session may be highly organized, or make room for spontaneous discussion and activities. These sessions are presented concurrently with other exchanges.	Roundtable Fishbowl Jigsaw World cafe Film screening & discussion Challenge room Speed dating Book/article discussion Networking
<b>Team-Building and Creation</b>	These sessions facilitate the development of relationships among CPED members through the creation of plans, resources, research, and other materials. These sessions are presented concurrently with other exchanges.	Research pitch activity Writing pitch activity Collaborative syllabus development Collaborative material creation (program policy or documentation; assignments; assessment rubrics) Arts-based activity Team/trust-building activity

### **Full Group Learning Exchange**

This session will be presented to the full attendance of the convening and should be engaging, learning focused, and interactive. These sessions happen on days 1 and 2 of the convening in the large/primary meeting room.

<b>Type of Exchange</b>	<b>Description</b>	<b>Format/Examples</b>
<b>Inspire</b>	This session is organized to provide a largely uni-directional planned presentation to the CPED community. It contains a table discussion that is meant to be informational as well as inspiring.	Guest speaker Fireside chat Debate Crowd-sourced audience questions
<b>Discovery</b>	These sessions generally involve multiple presenters/leaders who facilitate planned, fast-paced discovery and incubation of new ideas and innovations. This session contains a table discussion.	Lightning papers/ignite Pecha kuccha Campfire discussion (Virtual) Poster session

### **Roles & Responsibilities**

The convening planning is divided between the CPED Leadership team and members of the host institution. Ideally, the convening planning group works collaboratively. In some instances, autonomy is given to the host institution to make decisions based on their knowledge of the location, culture, and context of their organization. In other instances, the CPED Leadership team will make recommendations based on their experience with past convenings. The convening team will strive to meet weekly (or on an as-needed basis) for convening planning, starting approximately 4-6 months before the convening is scheduled to take place.

Below is an outline for which each entity is responsible for what aspect of planning. A more in-depth description of these roles can be found in the following pages.

**The CPED Leadership team** -- Executive Director, Associate Director, Operations Manager, and Graduate Assistant-- works together and is responsible for:

- Co-constructing convening theme with host
- convening marketing
- registration management, including fee collection
- registrant information collection, including dietary restrictions, accessibility requests, and guest information
- program content-- presenters, exchanges, large sessions
- speaker management

- convening agenda design

The Host institution (which generally provides 2-4 core planning team members) is responsible for organizing:

- blocking rooms a local hotels and securing booking information
- meeting space
- technical support and wifi
- food and beverage for registrants and guests
- securing local transportation
- on-site logistics
- volunteers
- photocopying and assembling convening package

As with all other activities of CPED, all members of the convening planning group abide by CPED's Values and Norms of Engagement. Thus, the group should strive to be open, proactive, accountable, communicative, and respectful. Expectations and concerns should be communicated clearly and openly, with understanding and respect for each other's time and perspectives. Where there may be misunderstanding or disagreements, the convening planning group should follow the direction of the Executive Director.

Note: If this is your first time organizing a large conference or convening, know that the CPED Leadership team has plenty of experience with event planning. They are a helpful resource, and the Host institution is encouraged to contact them with any questions or concerns that may arise. "Expecting the unexpected" is common with event planning, but with patience and teamwork any challenge can be overcome.

### **Finances**

The Host institution is responsible for funding the convening. CPED will support the associated costs by providing the Host institution with a portion of the registration fee (\$200 per participant). Many Host institutions have created a budget based on the \$200 per participant and have included the funds that would have been incurred from the cost of 5 host faculty travel to the convening. In addition, the Host institution will be exempt from paying annual dues for hosting a convening. Institutions that **co-host** a convening with another institution will only be exempted from paying half of the annual dues.

The host is generally responsible for covering the cost of meeting space rental, wifi access, welcome packet printing, and food (3 lunches, 4 breaks, 1 reception minimum) and non-alcoholic beverages for guests. Guests of registrants may be charged an additional fee to attend workshops/reception/events.

The host institution is liable for any additional or unexpected costs above the \$200 per participant. Please use the sample budget (appendix) and budget template (attached) as a guide. Budget usually includes the following:

- # of participants x \$200 of registration fee
- Funds typically used for 5 host faculty travel to convenings
- Additional funding from host institution

Note: if the Host institution wishes to arrange an additional travel/tourism activity for registrants at an additional cost, all activity arrangements must be made by the Host institution, and the cost of the activity per person communicated to the CPED team at least 4 months prior to the convening. This additional activity cost will be added to the registration page.

CPED will collect conference fees through its registration management system. Normally, convening registration fees are *not* taken on-site. The host institution will issue an invoice for the apportioned registration fee amount to the Host institution at most 1 month following the convening.

## Pre-convening Planning

### One Year to Six months prior to convening

- **OCTOBER Convening: October 1 – April 30**

### Establish a primary Point of Contact (POC)

Designate a key person at your institution to serve as the POC between CPED the host institution, and the hotel(s) where members will stay makes planning and coordination of details much easier.

- **OCTOBER Convening Deadline**  
Provide the POC and contact information no later than April 30<sup>th</sup> to [info@cpedinitiative.org](mailto:info@cpedinitiative.org) , 412-648-7428

The POC can be the CPED Delegate, administrative staff, or conference coordinator at the host institution. The POC should be able to commit to organizing and/or delegating the organization of all items listed in the Roles and Responsibilities section, and able to arrange/attend meetings with the convening group as needed.

### Accommodations

- Select a hotel (two, if possible) within close proximity to campus and to restaurants in the area that offers comfortable, clean, and affordable accommodations.
- Seek clarification about the hotel's policy on block reservations and room releases (i.e. if a deposit is required and/or non-refundable). Note: Host institution should not be guaranteeing any rooms.

- Block rooms and rates for the convening schedule **plus** the day prior to the start to accommodate travel schedules.
- Find a hotel that offers accommodations for those with accessibility needs.
- If the hotel is not within close proximity (>15 minute walk), negotiate transportation to/from convening site.
- Negotiate group/institutional rates that include internet and, if possible, transportation to/from the airport.
- Book a block of rooms with a cut-off date for reservations 30 days prior to the convening (block 10-20% more rooms than the anticipated).
- Note if continental breakfast is served for free or at a cost.
- Provide CPED Operations Manager ([info@cpedinitiative.org](mailto:info@cpedinitiative.org) and **412.648.7428**) with the following hotel information:
  - Name & location (address)
  - Contact information
  - Group rate and booking code
  - Phone and website link for booking
  - Distance and transportation
  - If breakfast is included
  - Other relevant details

### **Accommodations Notes**

- Guests should make their own reservations with the hotel directly.
- The CPED Operations Manager will coordinate with POC to compare registration numbers with hotel booking numbers to ensure all CPED participants have booked accommodations space.
- The POC should keep track of accommodations bookings and be prepared to find an additional hotel/accommodations for registrants if the first hotel block(s) fill to capacity.

### **Meeting Spaces**

- Arrange meeting space on the host institution campus if possible, in hotel otherwise.
- The primary (large group) meeting space should comfortably accommodate approximately 200 people and should have technology capabilities for PowerPoint, video, and amplified sound for presentations.
- The primary room should have:
  - round tables that seat approximately 8 people and allow participants to easily see the presentation area (half tables of 6 facing forward is best)
  - head table for 4-6 people
  - podium, microphone, and lavalier microphones available
- Arrange registration space outside of primary room with 2-3 long tables and chairs.
- Arrange 6 break out rooms in close proximity to primary meeting space that can accommodate 30-40 people each and have PowerPoint projectors, screens, and Ethernet or wireless internet. (Make note if there are only computer hookups in the rooms.)

- Occasionally, we need space for hanging posters.
- Signage throughout building to direct participants.

### **Local transportation**

- Arrange transport to/from the hotel if the meeting location is not walking distance from the hotel.
- Provide clear instructions (and signage if necessary) about transportation to the CPED Operations Manager and, ideally, at the hotel.

### **Website**

- CPED staff will post convening travel, accommodation, and any other activity details on the website. Please provide these details by:
  - July 30<sup>th</sup> for October Convening

### **Registration**

- Approximately 2-4 months before the convening, CPED staff will eblast an invite to register and book hotel to all CPED members.
  - REGISTRATION FOR OCTOBER CONVENING INVITE: Opens August 1<sup>st</sup>
- Participants will be asked to register for the convening, pay registration fees, and book their hotel via the website.
- Participant registration information will include requests for dietary restrictions or other accommodations, as well as additional guests.
- A list of participants will be generated from this registration and shared with the host POC.
- CPED staff will send reminders to CPED membership up until the registration deadline to encourage members to register:
  - Registration Deadline October Convening: SEPTEMBER 15<sup>th</sup> -30<sup>th</sup>

### **Food and Beverage**

Final food and non-alcoholic food and beverage costs should be finalized based on the registration numbers following the deadlines. Dietary restrictions may apply to some guests.

The following meals/breaks/drinks should be ordered:

- Day 1: Coffee, boxed lunch (workshops)
- Day 2: Coffee, morning break, lunch, afternoon break, reception (dinner optional)
- Day 3: Coffee, morning break, lunch, afternoon break

Some events, such as the reception or dinner, may accommodate the guests of registrants. Additional costs for guests should be negotiated with the meeting site and communicated to the CPED leadership team so that the registration page can provide the guest option for an extra cost.

Convening receptions/dinners are meant to be social affairs. In terms of providing alcoholic beverages, the provision of drink tickets for one-two alcoholic beverages at a reception/dinner has been the norm.

## **Overview of the Day-to-Day**

The convening covers three days, usually Monday -Wednesday or Wednesday-Friday. The 'traditional' agenda is shaped as follows:

### **Day 1 (Half day - optional)**

*Morning: 8:00am-12:00pm*

- CPED Governance Meetings

*Afternoon: 11:00pm-4:00pm*

- Boxed lunches for workshop participants generally start between 11:00 & 11:30am with registration beforehand
- Workshop sessions will take place 12:00-4:00 pm

*Evening: 4:30pm and beyond*

- The host institution is welcome to host a reception event or the evening can be free for participants to enjoy the local eateries.

### **Day 2 (Full day)**

*Morning: 8:30am start*

- Registration available prior to opening welcome
- Participants should get breakfast on their own but light snacks and coffee should be provided throughout the morning
- Morning will consist of full consortium sessions starting with the welcome at 8:30am and large group exchange sessions following

*Lunch: 12:00-1:00pm*

- Lunch should be served to all participants either as a sit down or buffet

*Afternoon: 1:00pm-5:30pm*

- Light snacks and coffee should be provided throughout the afternoon
- Afternoon will consist of breakout exchange sessions

*Evening: 5:30pm and beyond*

- The host institution hosts a reception with drink tickets and hors d'oeuvres

### **Day 3 (Full day)**

*Morning: 8:30am start*

- Participants should get breakfast on their own but light snacks and coffee should be provided throughout the morning
- Morning will consist of full consortium sessions and breakout sessions

*Lunch: 12:00-1:00pm*

Lunch should be served to all participants either as a sit down or buffet

*Afternoon: 1:00pm-4:30pm*

- Light snacks and coffee should be provided throughout the afternoon
- Afternoon will consist of breakout exchange sessions

**Note:** coffee and water should be available all day and throughout the convening.

## **Creating the Agenda**

### Convening Planning Group

The agenda is planned by the CPED Leadership team in collaboration with a Convening Planning Group made up of the POC and others who are able to commit their time. The convening planning group will begin to meet weekly 2-3 months in advance of the convening. Example agendas can be found on our website at <https://cped.memberclicks.net/previous-convening-agendas>

### Host Exchange(s)

The host institution is invited to present their program as 1 large exchange or 2 small exchanges in a creative and interactive format that will allow for participants to learn from the host's EdD program design as well as for the host institution to utilize participants to receive critical feedback.

Ideas for this exchange include:

- Student poster presentations,
- Presentations by practitioners involved in program design/teaching
- Overview of an innovative aspect of the program
- Faculty speaking about distinctions in instruction and/or advisory

In addition, the Dean of the Host institution will be given 15-30 minutes to welcome participants at some point during the first day.

Once the general agenda has been created, the Convening Planning Group will work together to provide a detailed schedule. For example, the POC should prepare a list of speakers (names, positions) for each "welcome" slot. The CPED Leadership team will provide the details of the Learning Exchanges.

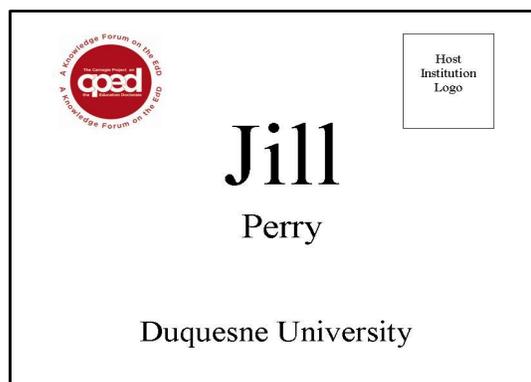
## On-Site Logistics

### Registration

- Registration tables should be located at the main entrance of the primary convening space.
- CPED staff team will arrive a day before to facilitate the registration set up and work with host staff on last minute details.
- Two or three aids (host students or faculty) are generally needed to assist with registration. It is also useful to have a volunteer available for addressing problems or giving information/directions.
- It is helpful to have a master list of participants and extra nametags for dealing with any problems that might arise.

### Nametags

- Nametags should be standard size and able to hang around the neck or clip to clothing
- Host institution should prepare nametags and supply lanyards or clips.
- Nametags should use this format (CPED logo will be provided):



### Folders/Packets

- CPED materials will be provided ahead of time and shipped or emailed directly to the host institution (normally between 1 and 2 weeks).
- The host institution is responsible for photocopying and assembling packets.
- Each participant should receive a packet that contains (at the very least) the following:

#### ***Prepared by CPED staff and sent to host for printing:***

1. Convening agenda
2. Participant list – first & last name, institution, email address
3. IE Journal Flyer

#### ***Provided by Host:***

4. Folders
5. Nametags with clips/lanyards
6. Host institution information: campus map, EdD program information, School of Education information, other promotional materials
7. List of local restaurants and amenities

8. Map of the area (if needed)
9. Phone numbers for taxi/shuttles/hotels
10. Wifi information (if applicable)

### **Additional Materials**

In the past, host institutions have taken the opportunity to assemble “swag bags” for members. Items have included university gear, local tourism gear, etc. Providing a swag bag is not mandatory and should be decided at the discretion of the host.

### **Meeting Room Audio/Visual Technology**

To implement the convening, the following AV materials and resources will be needed:

- For primary meeting room:
  - projector and screen
  - audio (including wireless microphone with amplified sound) for podium and head table presenters
  - Access to a video camera to record guest speakers (need AV person to record)
- For break out meeting rooms:
  - projector and screen (presenters will bring computers)
- Please negotiate with the convening location in advance that the following will be provided:
  - audio-visual staff member on-hand for full three days to help with set up and troubleshooting
  - wireless access to the internet
  - Mac & PC cords (if needed for rooms)

### **Table set-up**

- In the primary room, roundtables that seat 8 people with tablecloths.
- Tables should have pitchers of water & cups.
- If available, pens/pencils/pads/tent signs (if needed) can be put on tables in the primary and breakout rooms.

### **Presenter needs**

To display pre-work assignments, some convening presenters may need access to Tripods, Post-It chart paper, markers and other supplies. CPED staff will be in communication to alert you of these needs in a timely manner.

### **Coat racks**

A place to hang coats is essential for the October convening (if location has cold weather).

### **Food Table Set-up**

An area with tables needs to be designated for break and buffets. A coffee station should be set up in a high-traffic/highly visible area.

## Food and Beverage

### **Meals Provided**

*Breakfast:* Most hotels now provide a complimentary breakfast. It is suggested that participants eat breakfast before arrival at the convening. Please confirm with hotel that breakfast is available.

*All day:* There should be a beverage set-up refreshed throughout the convening. Coffee, tea, water should be available all day.

*Breaks:* Breaks generally take place in mid-morning and mid-afternoon. Mid-morning can consist of coffee, tea, and juice refreshers and fruit for a snack. Afternoon breaks should include beverages and a light snack such as nuts or granola bars- protein-filled is good to keep folks awake!

*Lunches:* Boxed lunches are needed for the first day workshop participants A full lunch will be provided for all participants on the second and third days. Lighter fare is easier for afternoon work. Include coffee and light dessert.

*Reception or Dinner:* A hosted welcome reception or dinner should be provided one evening of the convening (typically the second evening). The host institution has an opportunity to highlight local cuisine and offer an opportunity for host students and faculty to mingle with CPED participants through informal or formal presentations.

*Guests:* Some members may bring a guest to the social events, i.e., reception, dinner. If the hosting institution needs to charge a guest fee, please inform the CPED staff well before registration starts.

Note regarding dietary restrictions: The CPED Leadership team will ask members for food allergies/preferences on the registration form and will notify the host institution coordinator. We generally have a few vegetarians and gluten-free folks. Ensure that the convening site is given plenty of notice about dietary restrictions, and that food orders are clearly marked. If a dietary restriction cannot be accommodated, please inform the CPED Leadership team.

Note regarding accessibility needs: *The CPED Leadership team will ask members for any accessibility needs and appropriate accommodations. The POC should consult with the convening manager to prepare in advance for participant requests to meet accessibility needs.*

## Contact Information

CPED staff are available to help plan the convening. Please refer to the list below to select the appropriate person for assistance.

**Carolyn Carlins, CPED Operations Manager**

[carolyn.carlins@cpedinitiative.org](mailto:carolyn.carlins@cpedinitiative.org)

Office: 412-648-7428

*Contact regarding: Registration and fee payment, website & promotion of convening, general attendance questions, and transfer of payment to host institution, on-site program and hotel logistics.*

**Jill A. Perry, Executive Director**

[jillaperry@cpedinitiative.org](mailto:jillaperry@cpedinitiative.org)

Office: 412-624-7272

Cell: 301-204-2644

*Contact regarding: Convening program content and design, materials preparation, general hosting*

**CPED Mailing Address:**

Carnegie Project on the Education Doctorate

c/o University of Pittsburgh

School of Education

5217 Wesley W Posvar Hall

230 South Bouquet Street

Pittsburgh, PA 15260

**Website for convenings:** <https://cped.memberclicks.net/convenings-events->

**Thanks again! We look forward to working with you.**

# Appendix

## Day-to-day Logistics

Pre-Convening Prep:

### Printing

- Agenda (provided by CPED team)
- Participant list
- Session materials
- Other instructions, information, maps, etc.
- Institution information

### Signage

- From hotel(s) to conference space
- To the registration table
- Break out rooms
- WiFi access

### Registration

- Assemble welcome packages (agenda, participant list, campus map, EdD program information, School of Education information, other promotional materials)
- Print/Assemble name tags (with additional blank name tags)
- Print 2-3 copies of full registration list
- Pens, paper on hand
- Wifi information

### **Convening Day 1**

	Time/Activity	Staff
8AM	Set up Registration (name tags, folders, totes) Signage on campus	1 staff; 2 volunteers
10AM	Registration OPENS—Materials needed: Master List, Laptop, Pens/Pencils, Welcome Packages	1 staff; 2 volunteers
11:30AM	Deliver Chart paper and markers to workshop rooms Confirm food/beverage service in rooms	1 volunteer
11AM	Check on lunches for workshop sessions (if applicable) List of folks who get special diet meals	1 staff member
12PM	Check workshop sessions (if applicable)	1 staff; 1 volunteers

**Convening Day 2**

	Time/Activity	Staff
6:30AM	Set up Registration (name tags, folders, totes); Signage on campus; Confirm food/beverage service in rooms	1 staff; 1 volunteer
7:00AM	Registration OPENS—Materials needed: Master List, Laptop, Pens/Pencils, Welcome Packages	1 staff; 2 volunteer
8:30AM	Convening begins	1 volunteer
8:30AM	Chart paper and markers in rooms	2 volunteers
9:30AM	Exchange Session(s)	
10AM	Check on Exchange Sessions	1 volunteer
11AM	Clear snacks/Check on lunches List of folks who get special diet meals	1 staff member
12PM	Lunch begins	
1PM	Exchange Session(s)	
1:30PM	Check on sessions	1 staff
4PM	Plenary session- Handouts for plenary session	1 volunteer
5:30PM	Clear snacks and baskets Clear registration Clear EdD posters and stands (if applicable)	Staff and volunteers

**Convening Day 3**

	Time/Activity	Staff
7:30AM	Set up Registration (name tags, folders, totes); Signage on campus; Confirm food/beverage service in rooms	1 staff; 1 volunteer
8:30AM	Chart paper and markers to rooms Set out remaining snacks	1 staff; 1 volunteer
8:30AM	Convening begins	1 volunteer
9:30AM	Exchange Session(s)	
10AM	Check on Exchange Sessions	1 volunteer
11AM	Check on lunches	1 staff member
12PM	Lunch begins	Host institution staff
1PM	Exchange Session(s)	1 staff; 1 volunteer
1:30PM	Check on sessions	1 staff
4:30PM	Clear snacks Clear registration Clear EdD posters and stands (if applicable)	Staff and volunteers

## Budget Planning and Sample Expense Report

### Budget

The Host institution is responsible for funding the convening. An Excel Budget planner template is provided. Budget usually includes the following:

- # of participants x \$200 of registration fee
- Funds typically used for 5 host faculty travel to convenings
- Additional funding from host institution

CPED will support the associated costs by providing the Host institution with a portion of the registration fee (\$200 per participant). Anticipated attendance is 200 registrants. Expectation of costs include:

<u>Venue</u>	<u>Administrative</u>	<u>Reception</u>
<ul style="list-style-type: none"> <li>• Room Fees</li> <li>• A/V and Internet</li> <li>• Catering                             <ul style="list-style-type: none"> <li>- Coffee (Available at all times)</li> <li>- Snack Breaks</li> <li>- Lunch – one the 2nd day</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Supplies                             <ul style="list-style-type: none"> <li>- Name Tag holders</li> <li>- Chart paper and markers</li> </ul> </li> <li>• Printing                             <ul style="list-style-type: none"> <li>- Handouts</li> <li>- Program folders                                     <ul style="list-style-type: none"> <li>○ Agenda</li> <li>○ Maps</li> <li>○ Informational documents</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Venue</li> <li>• Catering                             <ul style="list-style-type: none"> <li>- Heavy hors d'oeuvres</li> <li>- Alcohol</li> </ul> </li> </ul>

Many Host institutions have created a budget based on the \$200 per participant and have included the funds that would have been incurred from host faculty travel to the convening. In addition, the Host institution will be exempt from paying annual dues for hosting a convening (note: October convenings will receive a waiver for current fiscal year, e.g. October 2019, waiver FY19-20). Institutions that co-host a convening with another institution will only be exempt from paying half of the annual dues. The host institution is liable for any additional or unexpected costs above the \$200 per participant. Please use the attached sample budget and budget template as a guide.

Host institutions will not be responsible for covering the costs of pre-convening workshops.

<b>Sample Itemized Expenses (approx. 120 people)</b>	
<b>Itemized description</b>	<b>Total</b>
Transportation- 1 day morning/evening –2 vans/gas	\$184.00
Public Safety- evening duty	\$70.00

Overtime custodial services	\$120.00
AV Equipment handheld mics in audience, wireless mic for podium, videographer	\$75.00
Signage	\$6.40
Printing- Copy Center	\$205.00
Printing- internal	\$219.00
Supplies (chart paper, markers, name tag holders, tickets)	\$665.00
Transportation – 3 days morning/evening – 3 trolleys	\$1,875.00
Morning I (coffee, light snacks throughout morning)	\$275.00
Morning II (coffee, light snacks throughout morning)	\$275.00
Deli Lunch Buffet	\$1,425.00
Afternoon break	\$194.33
Dinner- BBQ	\$2,100.00
Dinner bartender and beverages	\$1,269.00
Dessert- churned ice cream	\$350.00
Dinner entertainment	\$350.00
Box lunch to go	\$729.57
Snacks for breaks	\$216.00
Promotional souvenirs (notepads, lanyards, tote bags, etc.)	\$920.00
<b>Total Expense</b>	<b>\$11,523.30</b>