[ADD Event Logo }

**{Insert Name of Conference]**

**Planning Team Conference Call Agenda**

**[Day, Month X, 20xx]**

[x:00 pm – x:00 pm add Time Zone]

**Attendance:**

1. **Welcome** – Name of committee member
2. **Operational Updates**

* **Registration** – ACA staff person (PD)
* **Hotel** – ACA staff person (PD)
* **Exhibits and Sponsorship Update** – ACA staff person (O&E)

1. **Program Update –** Name of committee member
2. **Preconference events -** Name of committee member
3. **Social Networking Update** – Team
   * Name of Evening Event – *All-Conference Networking Event:*
   * Informal Dining Tours & Activities, etc.
4. **Entertainment for General Sessions, etc. -** Name of committee member
5. **Hospitality** – Name of committee member
   * **Booth**
   * **Bags**
   * **Volunteers**
6. **Room Host Volunteer Update** – Name of committee member
7. **Conference Facebook Page Update** – Name of committee member
8. **Outreach Update -** Name of committee member

* Local and regional groups, students, etc.

1. **Other Ideas/Thoughts/Last Minute Questions/ Details**
2. **Remaining To-Do Items**
3. **Set date for our next conference call -**

* Target dates
  + (Doodle poll)