**TASP Conference Planning Guide**

**Conference Committee Assignments**

CONFERENCE CHAIRPERSON:

* Determine conference theme or title (if desired)
* Update/create **Conference Registration Form** with other conference coordinators and set conference fees based upon conference food, office supplies, copies needed, facility costs, etc.
* Work with area coordinators to insure timelines are met and work is completed.
* Organize the conference schedule of events and session times based upon facilities.
* Manage and create the final Conference Schedule.
* Complete a **Welcome Letter** for the Conference Packet for attendees.
* Coordinate the organization/copying/assembling of Conference Packets with the REGISTRATION COORDINATOR, the SESSION EVALUATION/DOCUMENTATION COORDINATOR, and others on the Conference Committee.

Poster Session Coordinator:

* Update **Call for Posters** and **Poster Proposal Cover Sheet** to reflect current dates, etc.
* Place **Call for Posters** announcement on TASP website, in the TASP newsletter, on the TASP Facebook page, and email to all University Trainers along with **Poster Proposal Cover Sheet**.
* Obtain “plaques” or other award acknowledgments for posters.
* Locate easels for Poster Presenters.
* If having membership vote for best poster, obtain “tickets” to vote and disseminate them to conference attendees. Consider drawing a name of a voting attendee for a door prize to encourage participation.

SILENT AUCTION COORDINATOR:

* Create **Silent Auction Teaser** for TASP Fall Newsletter to obtain auction items.
* Create/update **Silent Auction Bidding Forms** for each item collected.
* Collect Silent Auction items at Conference Registration and prepare items for auction.
* Find an “Auction Host” to make announcements and to close the bids for items.
* Coordinate with TASP Treasurer regarding procedures for money collected.

SESSION MODERATOR COORDINATOR:

* Email student members 8 – 10 weeks prior to conference to ask for moderators (use **Session Moderator Application**)
* Email approved session moderators to let them know their discounted conference rate (conference fees reduced by $10 per session moderated – 2 maximum)
* Once final conference schedule has been determined (approximately 1-2 weeks before conference), email each moderator his/her session times/locations/presenter bio(s).
* On the first day of the conference, set up table or check-in location for session moderators to collect materials needed for each assigned session (handouts, session evaluation forms, session moderator review forms).
* After the completion of assigned sessions, session moderators submit Session Moderator Review Form and return the session evaluations collected at the end of session.

SPONSOR & EXHIBITOR COORDINATOR

* Determine with the TASP Conference Chairperson if exhibitors will be charged a booth fee and if so, set prices for booth fees and sponsor fees.
* Create **Exhibitor/Sponsor Registration Form**.
* Contact a variety of Assessment Companies to determine if interested in exhibiting product or sponsoring aspects of the conference (i.e. morning coffee, snacks for silent auction, etc.)
* Coordinate number of tables needed for exhibitors.
* Create acknowledgements of Conference Sponsors (either in the conference schedule, tabletop signs, etc.)
* Coordinate with Assessment Companies regarding collection of fees and set-up at the conference.
* Be the liaison between the TASP Conference Chairperson and Exhibitors/Sponsors.

PRE-CONFERENCE ATTENDEE REGISTRATION COORDINATOR:

* Update **Conference Registration Form** with Conference Chairperson.
* Establish a spreadsheet that provides access to key conference committee coordinators that need up-to-date attendee registration data. Google-docs worked well for the 2011 TASP Fall Conference.
* Coordinate with TASP Membership Chair and TASP Treasurer regarding attendee registration (if person registered is a current TASP member, procedure for depositing conference registration fees, how to handle membership fees for renewing attendees, etc.)

On-Site REGISTRATION COORDINATOR:

* If utilizing Google Docs, ensure access from the Pre-Conference Attendee Registration Coordinator.
* Work with Conference Facilities Coordinator to determine layout of registration area and any needed supplies from facility (power outlet, WiFi, tables, tablecloths, etc.)
* Work with Conference Chairperson to compile registration packets (conference information, handouts, souvenir items, etc.)
* Prepare all materials that may be required for any on-site registrants (Conference registration form, membership form, receipts)
* Approximately one week before the conference, use the registration data to prepare nametags for conference attendees. Take blank nametags to conference for on-site registrants.
* Obtain copies of the received Conference registration forms from the Pre-Conference Attendee Registration Coordinator to have at the registration desk
* At registration, provide a sign-in for pre-registered attendees and one for on-site registrants. Document attendees as they arrive and keep a file of on-site registration information for data input.
* Forward any fees received to the TASP Treasurer and any Membership forms to the Membership Chairperson.

PRESENTOR(S) LOCATORS:

* Assist in finding good quality presenters for conference.
* Contact NASP Speaker Bureau to find a “Pro Bono” presenter for the conference.
* Once presenter has agreed to present, send **Session Presenter(s) Information Form** in order to obtain information for the conference advertisements, schedule, evaluation/documentation of session, and presenter biographical data.
* Contact Conference Chairperson regarding confirmed presenters.

SESSION EVALUATION/DOCUMENTATION COORDINATOR:

* Update/create **Session Presenter(s) Information Forms**
* Create **Continuing Professional Development Presentation Evaluation** forms for each presentation utilizing information from the completed **Session Presenter(s) Information Forms**.
* Create forms to document attendance (**NASP Approved CPD Forms** and **Non-NASP Approved CPD Forms**) and **Session Sign-In and Sign-Out Sheets**.
* Work closely with TASP Professional Development Chairperson to align with NASP requirements.

CONFERENCE FACILITIES COORDINATOR:

* Contact facilities to determine available dates for conference to assist the Conference Committee in site selection.
* Follow-up with selected site regarding contractual agreements, number of rooms reserved, number of catered meals, refreshments for silent auction, morning coffee/water, etc.
* Be the liaison between the Conference Committee and the facility.
* Provide information to facility regarding number of estimated attendees based on previous conference attendance, etc.
* Set the luncheon menu based upon feedback from Conference Committee.
* Provide approximate cost for food per person to assist in setting the conference registration fee.

AUDIO/VISUAL COORDINATOR:

* Insure the presenters have access to laptops, projectors, remotes/pointers, extension cords, microphones, etc and that they work before each session begins.

**List of Attached Templates/Forms**

* Conference Registration Form
* Welcome Letter
* Call for Posters
* Poster Proposal Cover Sheet
* Silent Auction newsletter/website Teaser
* Silent Auction Bidding Forms
* Session Moderator Application
* Session Moderator Review Form
* Exhibitor/Sponsor Registration Form
* Session Presenter Information Form
* Continuing Professional Development Presentation Evaluation Form
* NASP-Approved CPD Form
* Non-NASP Approved CPD Form
* Session Sign-In & Sign-Out Sheets
* Conference Evaluation Form
* Conference Schedule

**Tennessee Association for School Psychologists**

Presents

<Conference Title>

2013 FALL CONFERENCE

November 20th – 22nd, 2013

Montgomery Bell State Park

|  |  |
| --- | --- |
| **Name:**  (Please print name as you would like it to appear on your name tag) | **Place of Employment/Institution:** |
| **Address:** | **Phone:** |
| **Email:**  (used for registration confirmation purposes only) |

**Current TASP Member?** 🞎 **Yes**, of course.

🞎 **No**, I am not.

🞎 **Oops!** I need to renew! I will attach an Updated

TASP Membership Form with my dues (available at [www.tasponline.org](http://www.tasponline.org)).

|  |  |  |  |
| --- | --- | --- | --- |
| **Status** | **Full Conference**  **Registration** | ***Early Bird***  **(Postmarked by Oct. 25)** | **Cost** |
| Member Registration\* | $180 | $155 | $ |
| Student Registration\* | $80 | $55 | $ |
| Non-Member Registration | $250 | $225 | $ |
| Student Non-Member Registration | $130 | $105 | $ |
| **Renewing** Member Registration | $230 | $205 | $ |
| **Renewing** Student Member Registration | $105 | $80 | $ |
| **Total** | | | $ |

|  |  |  |
| --- | --- | --- |
| **FRIDAY ONLY “Ethics Workshop”**  Meets **Tennessee BOE Ethics Training requirements**  **(included in Full Conference Registration Fee)** | $75 | $ |

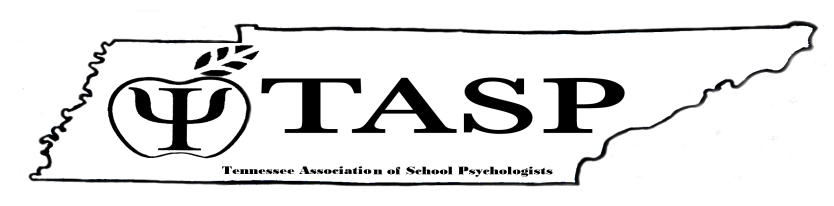
\*Membership status will be verified by membership chairperson.

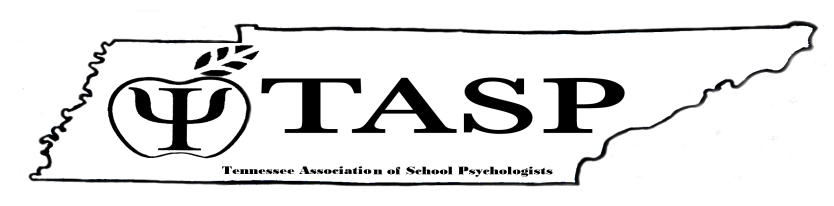
Mail Completed Form and Check Payments (payable to TASP) to:

XXXXXXXXXXXX

NOTES

* Thursday Luncheon and light appetizers for Wednesday Night Social included in conference registration.
* Wine and beer will be available during Wednesday Night Social for a small fee.
* Membership applications available at [www.tasponline.org](http://www.tasponline.org)
* Refund Policy: Full Refunds will be provided for pre-paid registrants after the conference if notification is received two weeks prior to the conference. Any cancellations received within two weeks of the conference will be given a refund after the conference minus a $20 cancellation fee. Please submit email requests to TASP President at [president@tasponline.org](mailto:president@tasponline.org) .
* Persons with Disabilities or Special Assistance Needs: Please email the TASP President at [president@tasponline.org](mailto:president@tasponline.org) with accommodation requests at least two weeks prior to event to ensure complete access to the professional development activity.





Greetings!

As your 2013-2014 TASP President, I would like to welcome you to the 2013 TASP Fall Conference <Conference Title>.

Here’s a list of your opportunities to socialize and network with your colleagues…

* Starting at 6:00 pm Wednesday Night, join the fun at the **TASP Silent Auction and Conference Social**. Light snacks and a cash bar will be available.
* Join us from 8:00 am – 9:00 am on Thursday morning to view **Poster Presentations** in the Conference Center Lobby. You will have an opportunity to vote for your favorite poster. All persons voting will have an opportunity to win a prize!
* On Thursday at 12:00 am in Salon A, we will gather together at our **TASP Luncheon and Award Presentation**.
* **TASP Regional meetings** will be held on Thursday afternoon at 4:30 pm. Check with “Happenings” board at the Registration table for locations!
* The **TASP Student Gathering** will be held on Thursday evening starting at 7:00 pm in Salon A.

Here’s to a GREAT conference experience! Hope to see everyone again at our **2014 TASP Spring Institute** at XXXXXXX! Be looking at our website [www.tasponline.org](http://www.tasponline.org) for more information.

Pam Haggard

2012-2013 TASP President

**CALL FOR POSTERS**

The **Tennessee Association for School Psychologists (TASP)** announces a call for **Poster Proposals** for the **2013 TASP Fall Conference**, to be held on November 20-22, 2013 at Montgomery Bell State Park in Burns, Tennessee. The poster presentations will be held on second day of the conference, Thursday, November 21st, 2013. ***Proposals for posters will be reviewed and considered for inclusion in the program if they are received by October 15th, 2013.*** The poster session will allow presenters and attendees to engage in extended discussions regarding the author’s presentation that is in an illustrated format, on a poster board. All posters should be presented in APA format. *Awards will be given for 1st and 2nd place posters, as judged by TASP members at the conference.*

**Rules for Participation:**

1. Any undergraduate or graduate student may submit a poster proposal.
2. Proposals may include original empirical studies, program development/evaluation, critical literature review, metanalysis, etc..
3. For accepted posters, the first author must present the poster at the conference poster presentation session. You are welcome and encouraged to register and attend the rest of the conference events.

**Procedures for Submitting Proposals:**

Submissions should include:

1. The Poster Proposal cover sheet available on [www.tasponline.org](http://www.tasponline.org).
2. A 500 word or less summary on 8.5 x 11 inch paper, 12-point font, double-spaced, detailing the work and the proposed poster.

**Proposals must be received via email or fax by midnight on October 15th, 2013** [**XXX**](mailto:upper-east@tasponline.org) **or (XXX)XXX-XXXX.**

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TASP Logo

**Poster Proposal Cover Sheet**

2013 TASP Fall Conference

**Title of Poster:**

|  |
| --- |
|  |

**Principal (presenting) Author:**

|  |
| --- |
| Full Name: |
| Highest Educational Degree: |
| Mailing Address: |
| Phone Number: |
| E-mail Address: |

**Membership Status:**

|  |
| --- |
| 🞎 TASP Student Member 🞎 Non-member |

**Coauthors** (Please list names in order, including any obtained degrees)**:**

|  |  |
| --- | --- |
| 1st Coauthor |  |
| 2nd Coauthor |  |
| 3rd Coauthor |  |

IF this poster is accepted and placed on the TASP Program, I promise to appear, present the poster, and arrange for its delivery and pick-up.

|  |  |
| --- | --- |
| Signature: | Date: |

Please attach poster summary. Proposals must be received via email or fax by midnight on October 15th, 2013 to [XXXX](mailto:upper-east@tasponline.org) or (XXX)XXX-XXXX.

2013 TASP Fall Conference

SILENT AUCTION

It’s time to begin thinking about items we can donate to the **2013 TASP SILENT AUCTION**! This auction is to be held at Montgomery Bell State Park during the TASP fall conference being held November 20th – 22nd.

We want the **2013 TASP SILENT AUCTION** to be a big hit! Money raised will be used for the **NASP’s Children Fund**.

The **NASP’s Children’s Fund** encourages school psychologists and others to apply for funding for service projects (up to $5,000), Youth Empowerment Mini-Grants, Tiny Grants for Kids (up to $100), and Disaster Relief to help support projects that benefit children and families. Applications and information about these grants can be found at [www.nasponline.org/about\_nasp/grant-opps.aspx](http://www.nasponline.org/about_nasp/grant-opps.aspx). As a result of the many disasters that have occurred in the United States this year, the Children's Fund has increased the amount of money allocated for disaster relief.

Will your *REGION* bring the best auction item? Will *YOU* bring the best auction item? Let’s get a lot creative and a little competitive and see what we can do!

Suggestions to obtain good items:

1. Call or speak with friends or relatives about donating small items or items never used. Airline miles??
2. Visit companies or businesses that are familiar with you and ask them for donations to your auction.
3. “Mom and Pop” stores are more likely to donate items or gifts than larger retail stores.
4. Write a letter to “unique” gift shops, artists, industries in your area and see if they are willing to put together a basket.
5. Ask for items early to make sure you have plenty of time to collect donated items and get them ready for auctioning.
6. You might find that a large basket of similar items does well, or themed baskets.
7. Think of items of interest to many age groups, and encourage “shoppers” to do early Christmas shopping.

For questions, contact Xxx at ### or EMAIL.

TASP Logo

**Silent Auction Benefitting NASP Children’s Fund**

|  |  |
| --- | --- |
| Item Description: |  |
| Donated By: |  |

BIDDING

|  |  |
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| Name of Bidder | $ Amount of Bid $ |
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**Tennessee Association of School Psychologists**

APPLICATION FOR TASP CONFERENCE SESSION MODERATOR

|  |  |
| --- | --- |
| **Name:** | **Place of Employment/Institution:** |
| **Address:** | **Phone:** |
| **Email:** |

***All approved applicants must be current TASP members.***

🞎 Oops! I need to renew! I will attach an Updated TASP Membership Form with my dues

(available at [www.tasponline.org](http://www.tasponline.org)).

**Conference Session Moderator Duties**:

* Introduce session speaker (Presenter Bio information provided)
* Present small gift from TASP to presenter (provided)
* Assist session presenter
* Distribute and collect session evaluation documents
* Write a BRIEF session review for **TASP Newsletter**.

Once approved, session moderators will be contacted via email to confirm approval, provide Preauthorization Code for TASP Conference Registration form, and inform moderator of other details regarding position.

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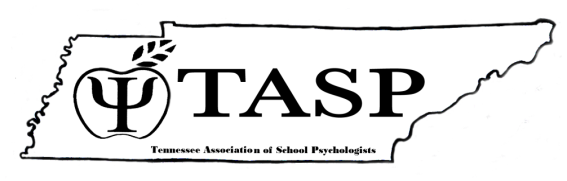
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| --- | --- |
| **For TASP Chairperson of Conference Moderators ONLY** | |
| Approved Session Moderator? 🞎 Yes 🞎No | Preauthorization Code: |
| Session Assigned: | Notes: |

Please e-mail application to [kldavdsn@gmail.com](mailto:kldavdsn@gmail.com) or mail to:

Kelly Davidson

1199 Colonial Road

Memphis, TN 38117



**TASP CONFERENCE SESSION MODERATOR**

Conference Session Review

|  |  |
| --- | --- |
| Session Title: | |
| Name of Presenter(s): | |
| Session Review: | |
| Session Moderator: | Date Submitted: |

Please return completed TASP Conference Session Review and all other documents to **Chairperson of Conference Session Moderators** after duties have been completed.

**Thank You for Your Assistance to TASP!**

**--------------------------------------------------------------------------------------------------------------------------------------------------**



**TASP CONFERENCE SESSION MODERATOR**

Conference Session Review

|  |  |
| --- | --- |
| Session Title: | |
| Name of Presenter(s): | |
| Session Review: | |
| Session Moderator: | Date Submitted: |

Please return completed TASP Conference Session Review and all other documents to **Chairperson of Conference Session Moderators** after duties have been completed.

**Thank You for Your Assistance to TASP!**

**Sponsor/Exhibitor Registration**

Opening Address $500 plus Door Prize ($50 or greater value)

Includes booth space, acknowledgement in program, & invitation to social

Featured Speakers $1000 plus door prize ($50 or greater value)

Includes booth space, acknowledgement in program, & invitation to social

Luncheon (Co-Sponsor) $1000 plus door prize ($50 or greater value)

Includes booth space, acknowledgement in program, & invitation to social

Luncheon (Co-Sponsor) $1000 plus door prize ($50 or greater value)

Includes booth space, acknowledgement in program, & invitation to social

Refreshment Break(s) $500 plus door prize ($50 or greater value)

Includes booth space, acknowledgement in program, & invitation to social

Social Sponsor $1000 plus door prize ($50 or greater value)

Includes booth space, acknowledgement in program, & invitation to social

Exhibitor Booth $500 plus door prize ($50 or greater value)

Includes booth space

Take One Exhibit $100 Materials only on display table

Auction Item(s) to benefit NASP Children’s Fund.

<Conference Title>

**2013 TASP Fall Conference**

Montgomery Bell State Park

November 20-22, 2013

**Session Presenter(s) Information Form**

|  |
| --- |
| Session Title: |
| Presenters’ names, titles, and credential(s) exactly as you would like for them to appear: |
| Contact information (address, phone number, email, etc.) |
| List three or four session learning objectives (or more if you prefer) to use for conference schedule of sessions and session evaluation: |
| Biographical information to be included in conference schedule: |
| List of Audio/Visual needs for presentation: |

TASP Logo.png

<Conference Title>

TASP FALL CONFERENCE

November XX, 20XX

Continuing Professional Development Presentation Evaluation

Presentation Title:

Presenter(s):

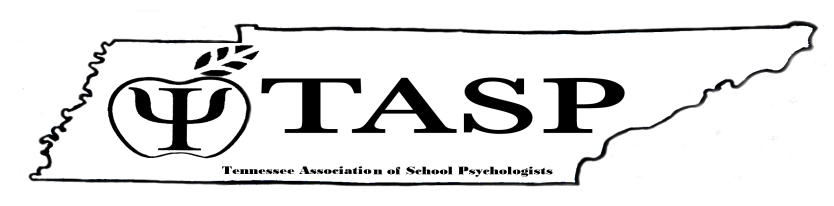
Date:

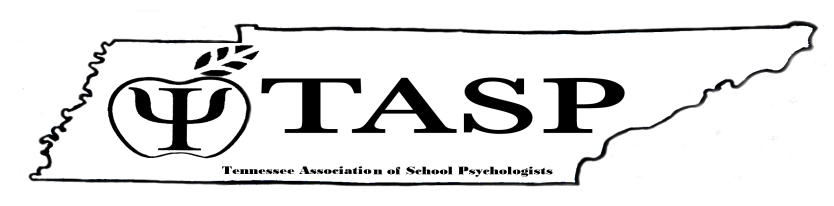
Time:

Instructions: Based on what you learned from today’s presentation, please rate each of the following learning objectives listed below by placing an “X” in the corresponding box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Learning Objectives | Strongly  Agree | Somewhat  Agree | No  Opinion | Somewhat Disagree | Strongly  Disagree |
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| --- |
| What did you enjoy most about this presentation? |
| What would you change about the presentation? |
| Additional comments/suggestions: |





***Documentation of Attendance***

2013 TASP Fall Conference

November 21-23, 2013

Montgomery Bell State Park

Insert Date

To Whom it May Concern:

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has attended, in its entirety, the following professional development sponsored by TASP.

***Presentation Title:***

***Presented by:***

***On***

***Date***

***Time***

\_ CPD Hours

Sincerely,

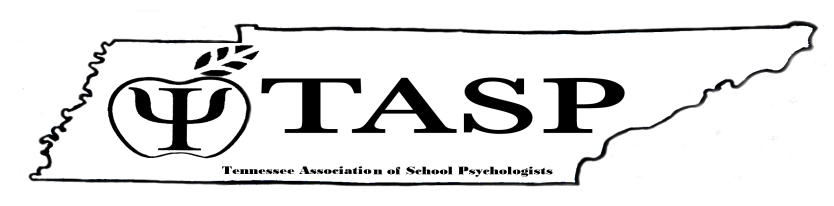
Pam Haggard

TASP President

*This workshop provides NASP-Approved CPD credits for school psychologists. TASP is approved by the National Association of School Psychologists to provide continuing education for psychologists. TASP maintains responsibility for the program and its content.*

*Tennessee Association of School Psychologists (TASP)*

*NASP APS Provider Number 1072*



***Documentation of Attendance***

2013 TASP Fall Conference

November 21-23, 2013

Montgomery Bell State Park

Burns, TN

To Whom It May Concern:

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has attended, in its entirety, the following professional development sponsored by TASP.

|  |
| --- |
| **Presentation Title:** |
| **Presenter:** |
| **Date:** |
| **Time:** |

|  |
| --- |
|  |

Continuing Education Hours

Sincerely,

Pam Haggard

2013-2014 TASP President

<Conference Title>

2013 TASP FALL CONFERENCE

November 20th – 22nd, 2013

Montgomery Bell State Park

NASP-Approved Continuing Professional Development Sign-In/Sign-Out Sheets

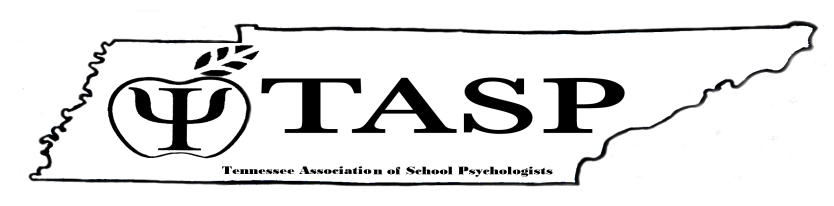
Presentation Title:

Presenter(s):

Date:

Time:

|  |  |  |
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| **Name (please print)** | **Sign-In Signature** | **Sign-Out Signature** |
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**Tennessee Association for School Psychologists**

2013 FALL CONFERENCE

November 21-23, 2013

Montgomery Bell State Park

**Conference Evaluation Form**

|  |
| --- |
| Overall Conference Experience: |
|  |

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| --- |
| Strengths of Conference: |
|  |

|  |
| --- |
| Areas in need of improvement: |
|  |

|  |
| --- |
| Topic ideas for future conference: |
|  |

Thank you for your feedback!

We look forward to seeing you soon at another TASP sponsored event!

**2013 TASP Fall Conference Schedule**

**Date**

|  |  |  |  |
| --- | --- | --- | --- |
| 7:45 am – 10:00 am | **Conference Registration** | | |
| 9:00 am – 10:15 am | **Salon A** | **Salon B** | **Salon C** |
| 10:30 am – 11:45 am | **Salon A** | **Salon B** | **Salon C** |
| 12:00 pm – 1:30 pm | **Lunch Break** (on your own) | | |
| 1:30 pm – 2:45 pm | **Salon A** | **Salon B** | **Salon C** |
| 3:00 pm – 4:15 pm | **Salon A** | **Salon B** | **Salon C** |
| 6:00 pm – 9:00 pm | **Silent Auction (6:00 – 7:00 pm)** and **Conference Social**  Light snacks and cash bar…Live music provided by: | | |

**Date**

|  |  |  |  |
| --- | --- | --- | --- |
| 7:45 am – 10:00 am | **Conference Registration** | | |
| 8:00 am – 9:00 am | **Poster Presentations** in the Conference Center Lobby | | |
| 9:00 am – 10:15 am | **Salon A** | **Salon B** | **Salon C** |
| 10:30 am – 11:45 am | **Salon A** | **Salon B** | **Salon C** |
| 12:00 pm – 1:30 pm | **Salon A**  **TASP Luncheon and Award Presentation**  Keynote Address:  **Name**  Program  Institution | | |
| 1:30 pm – 2:45 pm | **Salon A** | **Salon B** | **Salon C** |
| 3:00 pm – 4:15 pm | **Salon A** | **Salon B** | **Salon C** |
| 4:30 pm – 5:00 pm | **TASP Regional Meetings** To Be Announced | | |
| 6:00 pm – 9:00 pm | **TASP Board Meeting** Montgomery Bell State Park Board Room | | |
| 7:00 pm – 9:00 pm | **TASP Student Gathering** (Salon A) | | |

**Date**

|  |  |
| --- | --- |
| **7:45 am – 10:00 am** | **Conference Registration** |
| **9:00 am – 12:00 pm** | **Salon A**  **Title**  **Name**  **Position**  **Institution/Agency** |