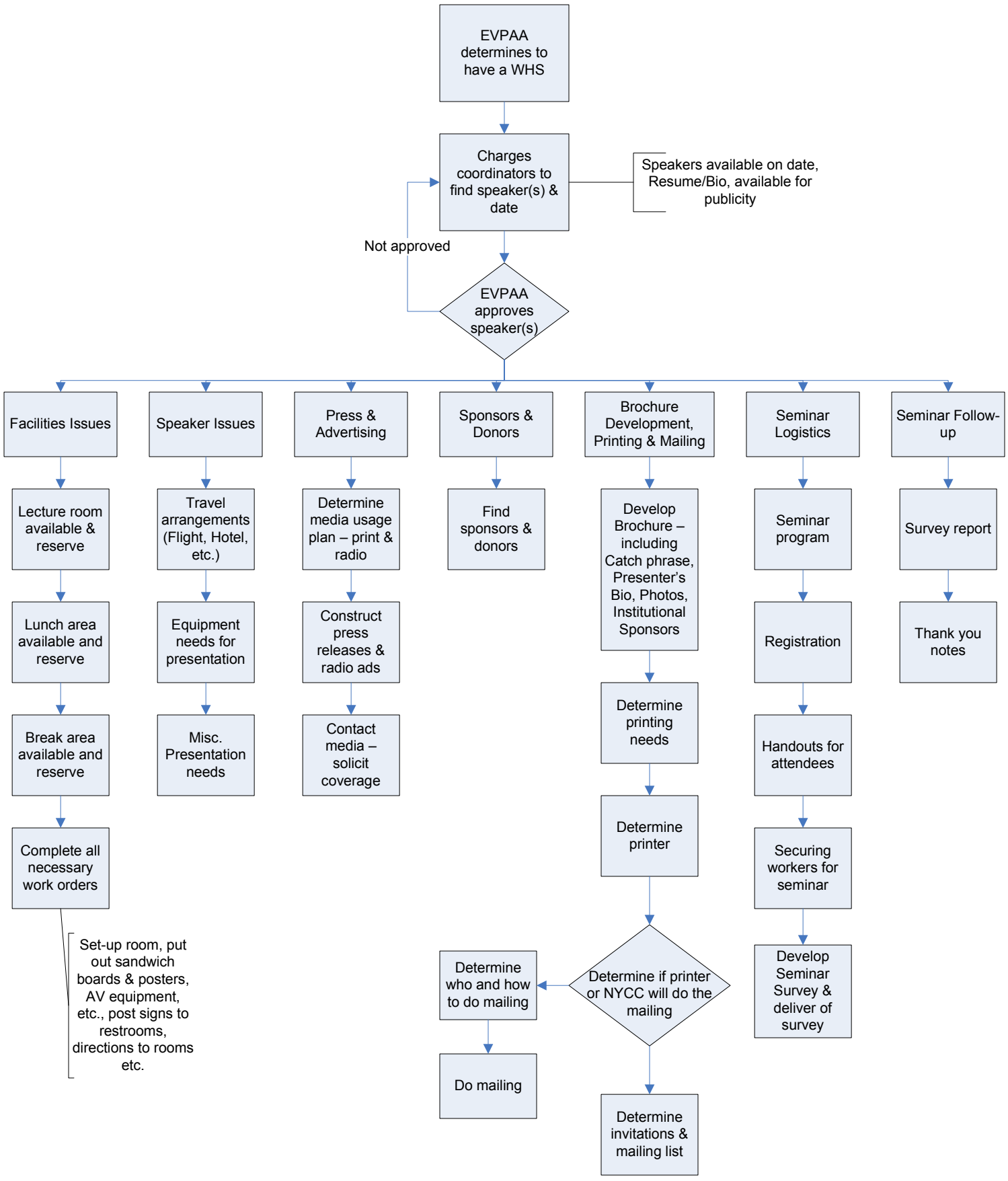
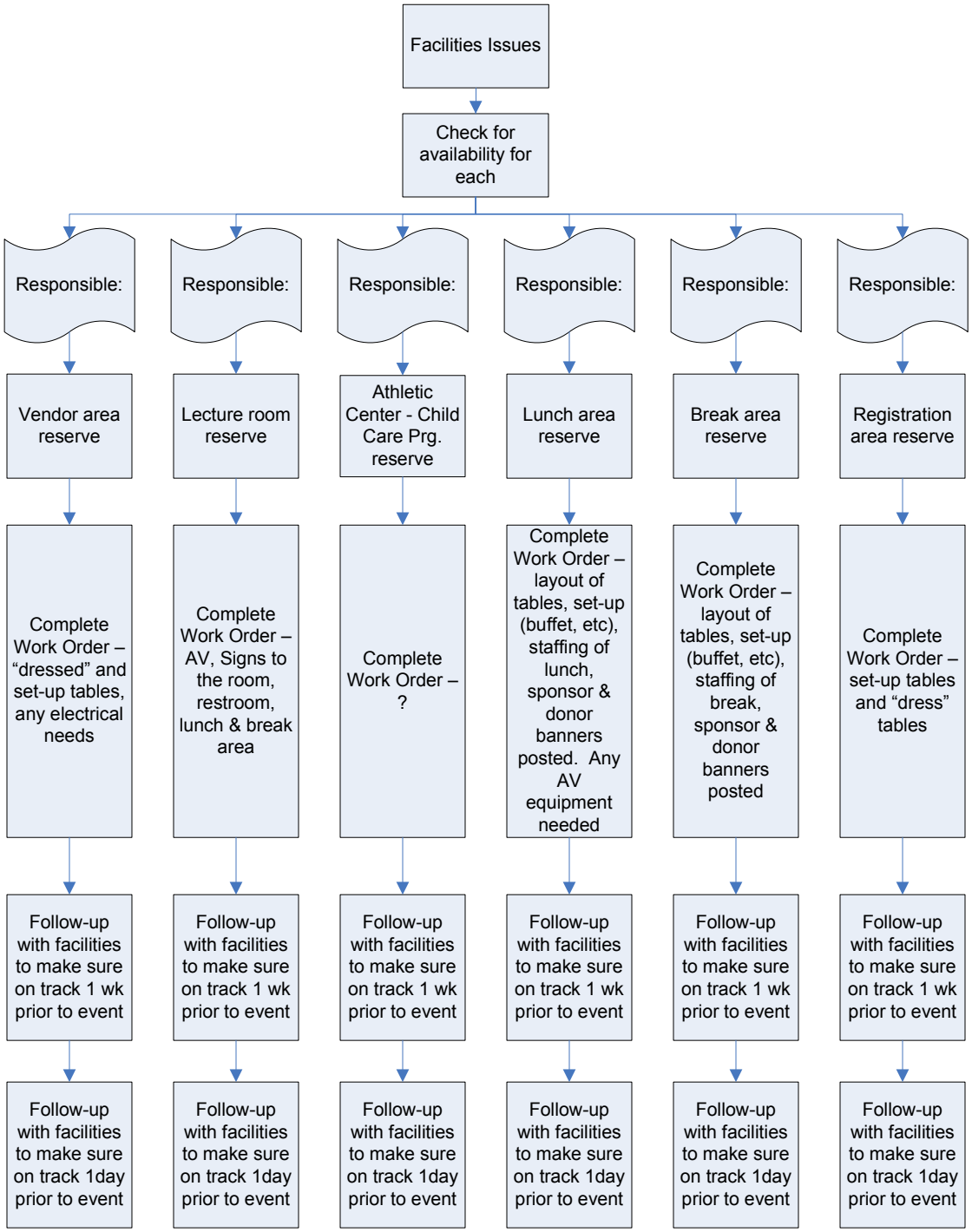
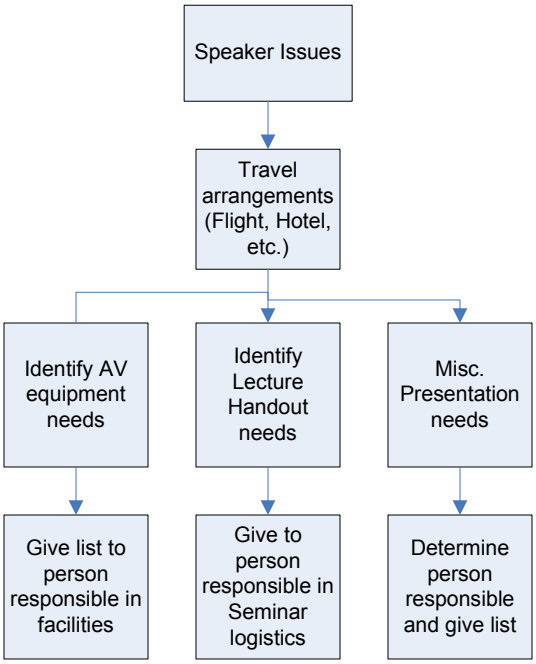
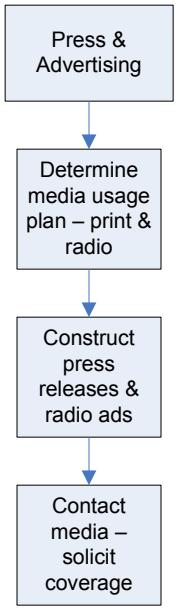
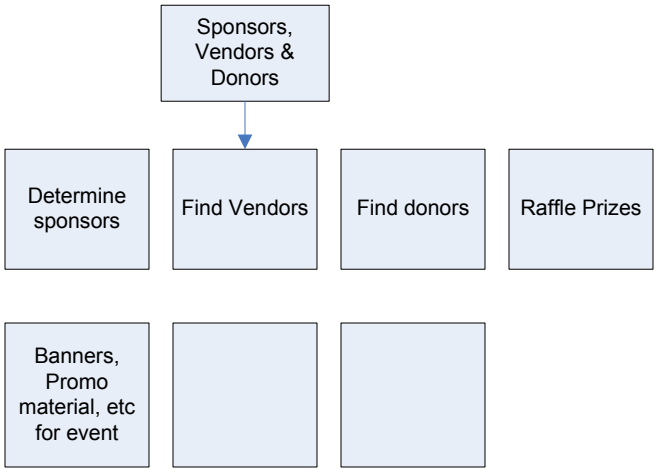
Women's Health Symposium

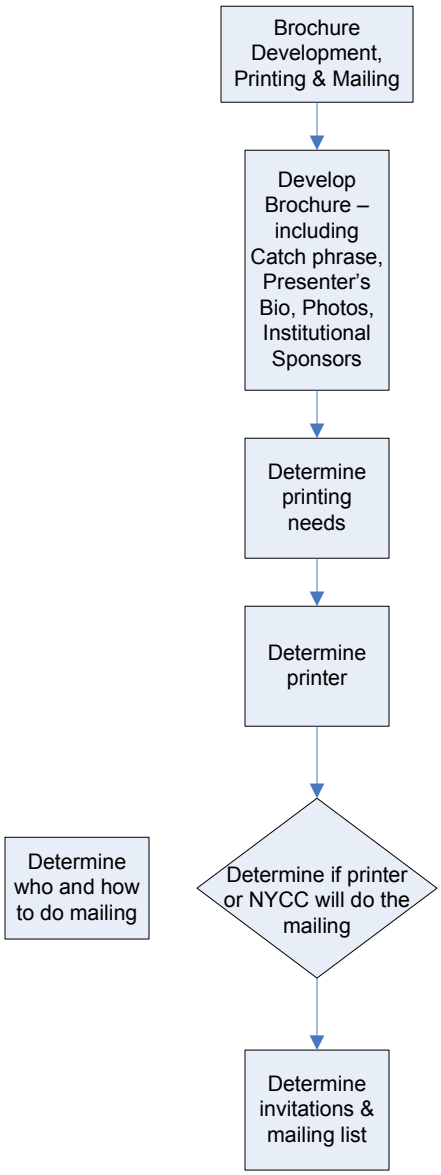


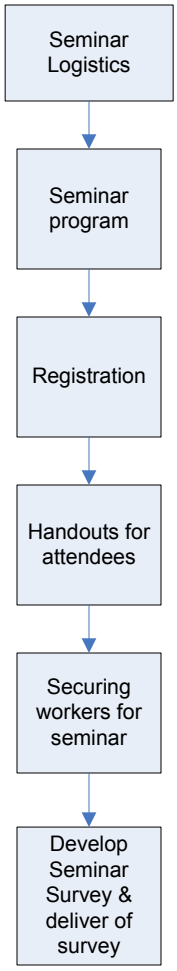

Facilities Issues
Check for availability for each
Responsible:
Responsible:
Responsible:
Responsible:
Responsible:
Responsible:
Vendor area reserve
Lecture room reserve
Athletic Center - Child Care Prg. reserve
Lunch area reserve
Break area reserve
Registration area reserve
Complete Work Order – "dressed" and set-up tables, any electrical needs
Complete Work Order – AV, Signs to the room, restroom, lunch & break area
Complete Work Order – ?
Complete Work Order – layout of tables, set-up (buffet, etc), staffing of lunch, sponsor & donor banners posted. Any AV equipment needed
Complete Work Order – layout of tables, set-up (buffet, etc), staffing of break, sponsor & donor banners posted
Complete Work Order – set-up tables and "dress" tables
Follow-up with facilities to make sure on track 1 wk prior to event
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Follow-up with facilities to make sure on track 1 wk prior to event
Follow-up with facilities to make sure on track 1day prior to event
Follow-up with facilities to make sure on track 1day prior to event
Follow-up with facilities to make sure on track 1day prior to event
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Follow-up with facilities to make sure on track 1day prior to event


Speaker Issues
Travel arrangements (Flight, Hotel, etc.)
Identify AV equipment needs
Identify Lecture Handout needs
Misc. Presentation needs
Give list to person responsible in facilities
Give to person responsible in Seminar logistics
Determine person responsible and give list


Press & Advertising
Determine media usage plan – print & radio
Construct press releases & radio ads
Contact media – solicit coverage


Sponsors, Vendors & Donors
Determine sponsors
Find Vendors
Find donors
Raffle Prizes
Banners, Promo material, etc for event


Brochure Development, Printing & Mailing
Develop Brochure – including Catch phrase, Presenter's Bio, Photos, Institutional Sponsors
Determine printing needs
Determine printer
Determine if printer or NYCC will do the mailing
Determine who and how to do mailing
Determine invitations & mailing list


Seminar Logistics
Seminar program
Registration
Handouts for attendees
Securing workers for seminar
Develop Seminar Survey & deliver of survey


Seminar Follow-up
Survey report
Thank you notes