

ISSUES USEFUL IN ORGANIZING A REGIONAL, ONE-DAY CONFERENCE

I have some experience organizing regional, one-day professional conferences for the CNY ASQ Sections (see Brochures with Agendas in web site <https://sites.google.com/site/asqcnycnf/>).

Certain steps, have helped us to successfully organize them, for over a dozen years:

First of all, we **define the objective of the Conference** (it can be advancing knowledge, or Education; advancing networking, or fellowship, advancing fund-raising, or a combination of two or more of the aforementioned topics).

We then **form a Committee with reps from each Regions' Section** (everyone feels ownership)

Committee selects, every year, a different **Conference Theme**; presentations adjust to it.

Every Section is invited to contribute a Speaker and a Presentation to the Conference

Outside Speakers are also invited, especially a Key Note speaker, for lunch time.

Modest Breakfast, Lunch and Breaks are provided, to **keep registration low**

Conference Brochure has a detailed program: speaker/topic/time of presentation/summary

We start Registration/network **at 9 am and end Conference at 4 pm**, to give time **for attendees to travel to** and from their bases of origin.

Nobody gets paid anything; **organizers and speakers do not pay Registration**.

We find an **inexpensive Venue** (we usually have them in the Community College)

We start announcing early in September and the Conference is the first week of November.

We usually get between 60 and 80 attendees.

The above is not a guide, but as a suggestion for organization efforts to succeed.

Respectfully and fraternally/

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