

ASHE National Conference
2021
Pocono Manor, PA

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Committee name (members needed)	Description
Finance committee (2)	Develop a Conference budget based on a rigorous evaluation to establish estimated costs and income. Assist and coordinate committee budgets. Develop a detailed treasurer's report at least every three months. Deposit and disburse conference funds
Sponsorship committee (5)	Solicit sponsors (no solicitation prior to end of previous conference) Develop sponsorship levels Design and develop program book
Technical committee (5)	Develop timely technical topics of interest and provide continuing education Identify recognized speakers Develop technical program in coordination with other programs
Exhibit committee (3)	Solicit exhibitors (no solicitation prior to end of previous conference) Develop requirements of exhibitor tables, chairs and electrical connection. Coordinate exhibit schedule & location with other functions
Program committee (3)	Coordinate with other Subcommittees to develop theme and logo for Conference during early planning stage. Establish program of events for Conference with input from other Subcommittees.
Registration committee (3)	Provide on-line registration by utilizing appropriate vendor. Develop forms & package. Staff registration desk(s) Select registration gift(s)
Reception committee (3)	Provide appropriate signs. Provide hosts to assist registrants Meet with and host dignitaries, speakers, etc.
Entertainment committee (3)	Plan all organized entertainment for Conference with assistance from Program Committee.
Publicity committee (5)	Create promotional materials, articles, website, social media Create shirts for staff, specific guests, National Board Plan booth and other activities for prior year's conference Arrange for photography
Golf outing committee (4)	Golf outing is a stand-alone event financially Select a course. Develop events, prizes, etc. set-up foursomes, etc.
Transportation committee (3)	Provide transportation as needed for off-site events and tours Provide local transportation for dignitaries and National Board members as needed.
Guest program committee (3)	Develop guest tours of general interest and coordinate with other activities.
Facilities committee (2)	Identify location, and coordinate site visit with National representatives. Negotiate with facility in the best interest of ASHE.
Hosts and guides Transporters (30)	Assist with driving speakers, dignitaries, National Board members. Staff registration desk Host technical sessions