

LONG TERM CARE EDUCATION CONFERENCE

- A. Chair should maintain and update the LTC Committee notebook. Turn it over to the President when duties are finished. It will be given to next chair when appointed.
- B. All expenses are divided with Iowa Western Community College (IWCC). The vendor fees are income for APIC Chapter 64.

April

- 1. Select date and coordinate with IWCC, Cheryl Downing, 712-325-3265.

July

- 1. Committee meets at Professional Growth Day to review evaluations and recommendations from the previous conference and to select topics and speakers for the next conference.
- 2. Select chair and divide duties (program, vendors, mailings).
- 3. LTC planning committee members have free registration to the conference.
- 4. Contact candidates for speakers/topics.

September

- 1. Finalize agenda and speakers.

October

- 1. E-mail completed program to Cheryl Downing, 712 325-3265, at IWCC by Nov. 1 for publication in IWCC Spring catalogue of programs.

November

- 1. Contact vendors for the conference so they can budget to attend.

December

- 1. Distribute conference flyer at December meeting and following meetings.

January

- 1. Provide IWCC with mailing labels printed with the addresses. IWCC does bulk mailing for us and shares the cost.
- 2. Alert APIC Membership chairperson that a table will be available for information at the conference..

February/March

1. Handouts should be received by two weeks prior to program by IWCC for duplication.
2. Call IWCC with the total number of exhibit tables needed.
3. Select lunch menu with Cheryl Downing (remember Lent /Fridays)

Day of Conference

1. Committee arrives early to assist.
2. Introduce speakers and make announcements. Coordinate with IWCC coordinator.
3. Assist company representatives.
4. Reserve seats in auditorium for speakers and committee.
5. Assign someone to handle the lights..
6. Assign someone to assist with AVs
7. Committee members should be available for problem-solving and assistance to others as needed.

Moderator(s) Duties

1. Begin program on time.
2. Stop speakers on time.
3. Breaks and lunch on time.
4. Resume program on time. Do not let program bog down and allow one speaker to eliminate time of other speakers.
5. Have written introduction for each speaker.
6. Introduce committee and APIC officers.