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The Process of Planning a Professional Conference

Erin Wood

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The Process of Planning a Professional Conference

Erin Wood, Master of Special Education with concentration in Early Intervention



Introduction

Maine Educational Center for the Deaf and Hard of Hearing is planning a spring conference for parent and professionals to bring together and raise awareness of parents and professionals in the Deaf and hard of hearing community. They are taking family-based feedback of needs in the field and are using a conference to support those in this community and address those needs to a broad range of professionals and families.

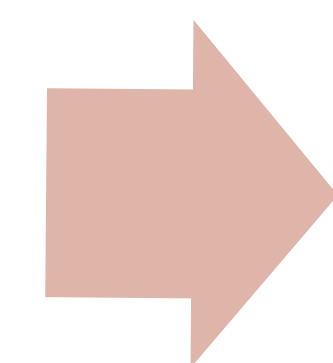


THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING
GOVERNOR BAXTER SCHOOL FOR THE DEAF

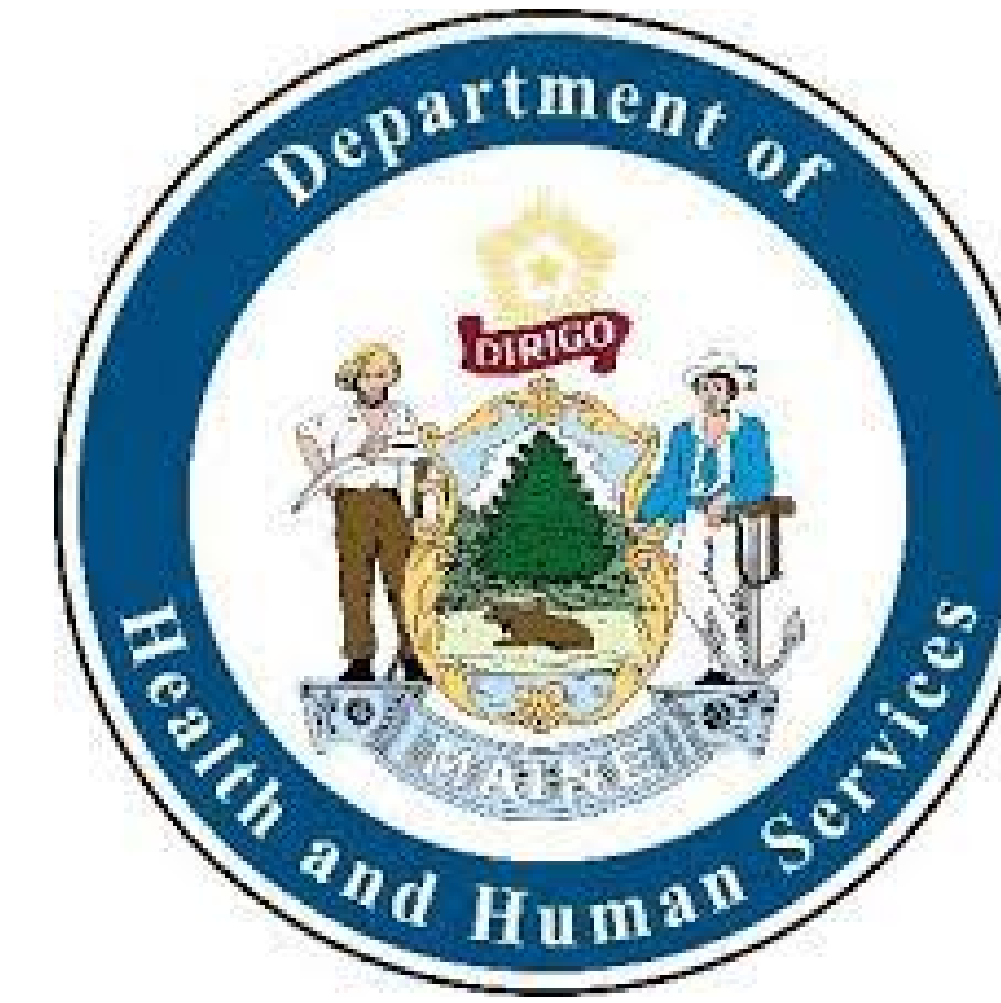
MECDHH LEND Partnership

- Support in planning and developing presentations and evaluations
- Reaching out to presenters, acquiring information regarding presentations and handling sending requests to the correct people
- Emailing and following up with sponsors to acquire donations and providing information on the conference
- Support to ensure RID and AAA continuing education credits being given to educators attending the conference
- Communication as a member of a team to ensure information collection is shared to all involved

Collaboration



Communication



Highlights from the Agenda

Plenary: Mallorie Evans, Au.D.: *"Implicit Bias"*

Panel Discussion: *"Celebrating Family and Audiologist Partnerships"*

Audiologist breakout: Briana Dornan Nichols, Au.D., CCC-A Boston Children's Hospital: *"Going It Alone: Increasing Efficiency for Single-Tester Paradigm Audiological"*

Panel Discussion: *"Celebrating Access"*

Plenary: Valli Gideons: *"Celebrating Differences"*

Panel Discussion: *"Celebrating Empowering Families and Children"*

Panel Discussion: *"When Celebrating Differences is Hard"*

Panel Discussion: *"Celebrating Our Differences and Similarities"*

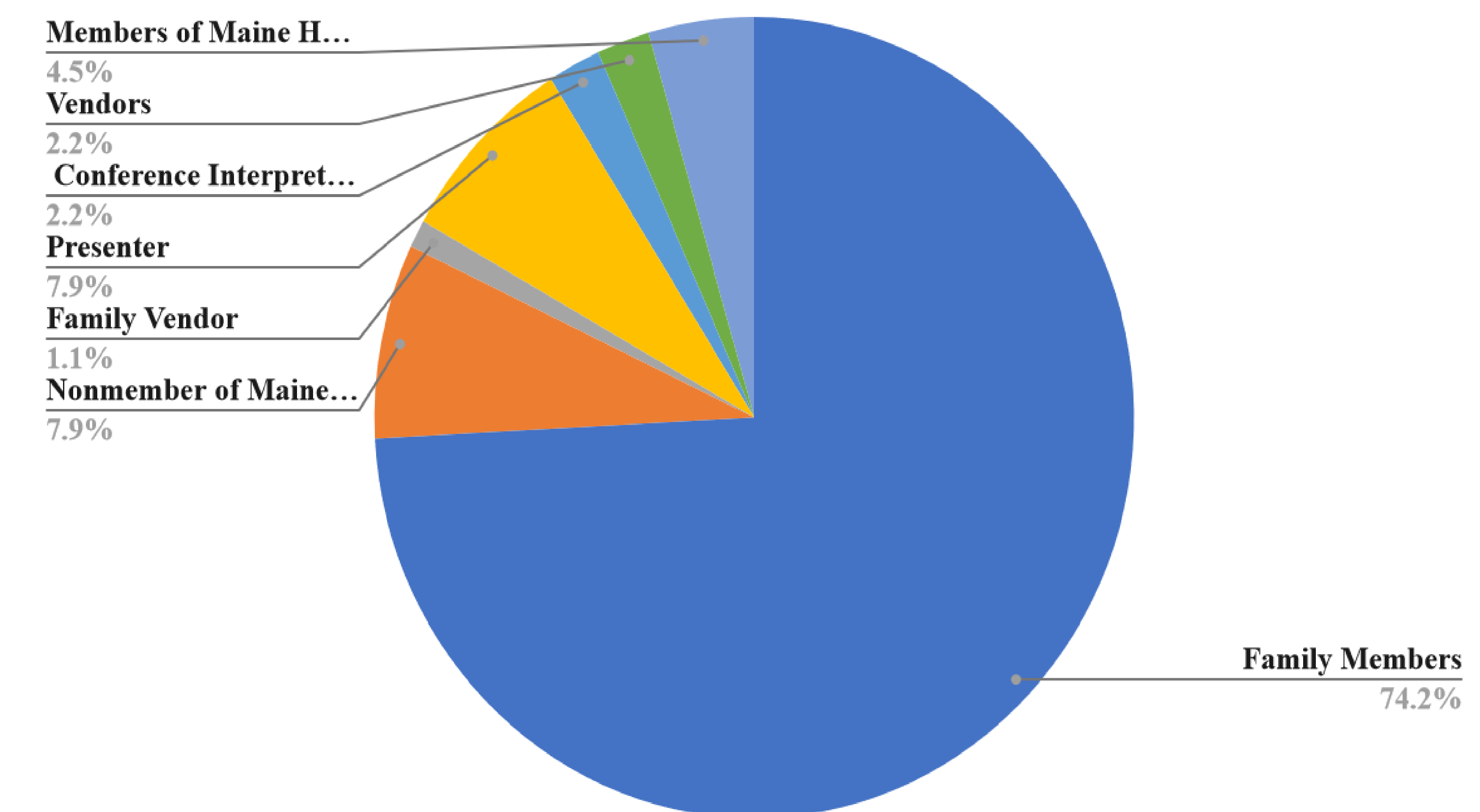
Closing- Laura Peterson, Vice President; Mother of a D/HH child

During the conference

During the conference I will be supporting at the conference doing

- Supporting set up of the booths
- Keeping people on time by utilizing timecards
- Picking up the presenters coming in for the conference from out of the state
- Answering questions from conference goers

Breakdown of Participants



Suggestions for Next Year

- Timer on the presenter's view so presenters can keep track of their own time
- Put in longer time for visiting booths and talking with presenters

Conclusions

Once the conference is ended, I will be supporting the MECDHH in gathering information on the attendees. This information will include but is not limited to evaluations of the conference, gathering the attendees' names and member numbers for documentation needs, send a summary of the comments from the workshop evaluations and attendance sheets to RID.