Fall 2016 Certification Conference Friday 10/14/2016 Saint Martin’s University

Draft Planning Document:

SMU facilities

* Size room and accessible
* Any facilities use documents to fill out to register or for liability?
* AV capabilities, will LCD projector be available, WiFi access, call-in participation/Skype
* Lunch, is SMU picking up the tab? If not, approximate cost? Catered or box lunches or campus facilities? Payment options?
* Parking passes and location?
* Campus map

Registering for conference

* Do we need a registration link, or who should people email to confirm attendance?
* cost for the conference
* Prepare updated spreadsheet of cert officers names, contact info, affiliation
* Do we need to invite the newest players with alternative certification programs, including NW Regional Laboratory and some of the community colleges?
* Confirm with Gail Dunnam who from Cert office will participate
* Do we need to invite any PESB staff?
* Should we invite any WACTE members?
* Should we invite Bob Cooper, legislative liaison for WACTE?

Communication to prospective attendees

* Who should major contact person be?
* Who should send email outs and updates?

Agenda

* Items from cert officers
* Items from OSPI Cert Office
* Items from PESB
* Who develops draft and finalizes? Need estimate of time needed for certain items
* Give time to arrive from Sea-Tac for Eastern WA folks, and time to get back to Sea-Tac for late afternoon flights