

# The Council for Exceptional Children

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## Teacher Education Division

### Report of: Conference Advisory Committee

**Date:** March 2002

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Membership Number: 426654

**Term:** (2001-2004)

#### **Goals:**

1. To continue to promote the Conference Advisory Committee's purpose as defined by the Executive board:  
*The Conference Advisory Committee shall make and implement recommendations relative to programs for professional development offered through conference/conventions/workshops approved by the Executive Committee.*
  1. *The Committee shall make recommendations to the Executive Committee as to the locations of conferences/conventions, that shall be decided at least two years in advance.*
  2. *The Committee shall make recommendations to the Executive Committee on local arrangements coordinators and chairpersons for conferences/conventions. The responsibilities of local arrangement coordinators and program chairpersons shall be described in the TED Conference Planning Handbook.*
  3. *The Committee shall make recommendations to the Executive Committee as to the themes for conferences/conventions, topical priorities for programs, and formats for programs.*
  4. *The Committee shall be responsible for assuring all conferences are evaluated.*
  5. *The Committee shall assume responsibility for implementing Divisional policies pertaining to managing and accounting for finances related to conference/conventions.*
  6. *The Committee shall be responsible for maintaining and updating the TED Conference Planning Handbook, and for distributing copies to identified local arrangement coordinators and program chairpersons.*
  7. *The Committee shall assume responsibility for all other activities pertaining to conferences/conventions, as assigned by the Executive Committee.*

2. To assist the TED 2002 Annual Conference Chairperson, in planning and implementing the conference to be held in Savannah, Georgia.
3. To assist the TED 2003 Annual Conference Chairperson, in planning and implementing the conference to be held in Biloxi, Mississippi.
4. To review conference proposals for the TED 2004 and 2005 Annual Conferences.
5. To submit recommendations to the Executive Board for conference sites for the TED 2004, and 2005 Annual Conferences.
6. To continue to work closely with the TED Forum Committee to plan a Forum Session for the TED 2003 Annual Conference to be held in Biloxi, Mississippi and probable Forum topics for the TED 2004 and 2005 Annual Conferences.

**Accomplishments/Plans:**

1. The Committee continues to assist with the TED 2002 Annual Conference Chairperson, in planning and implementing the conference to be held in Savannah, Georgia.
2. The Committee met during the 2002 CEC Convention and Expo in New York City to discuss upcoming TED conferences and the lack of proposals for TED conference sites for 2004 and 2005.
3. The Committee will meet during the 2002 TED Conference. A notice of the meeting has been sent to all committee members. Locations and proposals for the 2004, and 2005 TED Conferences will be discussed at the upcoming meeting. Based on proposals made to CAC, the Committee will make recommendations to the Executive Board regarding potential conference sites for TED 2004, and 2005 Annual Conferences.
4. The Committee will meet with Forum liaisons during the Committee meeting at TED to discuss the Forum Session for the 2003 TED Annual Conference. A discussion of possible Forum topics for the TED 2004 and 2005 Annual Conferences will also take place.

**(Conference Advisory Committee Members):**

*Chair (2001-2004)*

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*Appointed Committee Members*

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