CABE 2016 Planning Committee Meeting
District Office 15600 Concord Circle, Morgan Hill, CA 95037 - Board Room
Thursday, March 10, 2016 – 11:30 am – 2:00 pm

- Feel Prepared and ready for CABE 2016
- Clearer Understanding of daily roles & responsibility during the Conference
- Have questions answered and suggestions/recommendations noted
- Feel supported, motivated and ready to go!

AGENDA

1) Welcome
   a) Introduction and lunch

2) Overview of CABE 2016
   a) Registration Information
   b) Special Events, ALS Invitation, receptions, etc

3) CABE 2016 Fundraiser Raffle Ticket – Win a iPad a day
   a) Raffle Tickets and distribution

4) Circulation of Cell Phone List (on table with sign-in sheet)

5) Day by Day Review of PC Roles and Responsibilities
   a) Questions/Concerns

6) Reminders:
   a) Board and Planning Committee Reception
      Tuesday, March 22nd at 4:30–6:30pm
      Where: Hilton SF - Vista Lounge, Tower 1, 45th floor

   b) CABE President’ Reception
      Thursday March 24, 7:00-9:00pm
      Where: CABE Suite - Tower 3 room 1984

   c) Walkie Talkie (Radio)Training for Staff and Committees, Tuesday, March 22, 2016 @ 11am at the CABE
      (1) Workshop Presiders
      (2) SSV
      (3) University Campus Visits
      (4) 2-Day Institute Volunteers
      (5) Volunteers
      (6) AV/Technology
      (7) Protocol
      (8) Publicity
      (9) Exhibitor/Career Fair
      (10) Conference Information Booth
      (11) Translation/Interpretation

7) Questions & Adjournment

See you at the Hilton San Francisco Union Square – Week of March 21st