

NEW YORK STATE COUNCIL ENA - COMMITTEE REPORTS



Committee Name: Conference Committee **Chair:** M. Grennen **Date:** 10/9/17

Attendees: Speaker Coordinator: **Karyn Treval**

Vendor Coordinator: **Renee Sylvies, Roseanne Mohny**

Registration Coordinator: **Mary Harwood,**

Conference Expert: **Kathy Conboy**

<p>2018 Setting the Pace, Saratoga</p>	<p>April 19th and 20th, 2018</p>	
<p>Holiday Inn</p>	<p>Contract signed for 2018</p>	<p>No action required at this time. Marina and President will finalize with hotel in January 2018</p>
<p>2017 contracts and information</p>	<p>Linda sent me call for speakers to edit.</p>	<p>Changes made. Need to add a deadline of Nov. 1st to confirm.</p>
<p>Constant Contact</p>	<p>John Huzzar</p>	<p>Name spelled incorrectly, Kathy to provide contact info.</p>
<p>2018 Brochure</p>	<p>Marina to edit the 2017 brochure</p>	<p>I will also try to email him. Need to send him speaker and vendor info. ASAP</p>
		<p>Closed</p>
		<p>Send to committee for review before sending to John for posting on website.</p>

<p>Topic: Vendor</p>	<p>Roseann & Renee</p>	<p>Action</p>
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Topic: Vendors		
Vendor Contract	<p>Roseann and Renee, will edit the 2017 vendor contract</p> <p>Large signage and posters to showcase certain vendors.</p> <p>Large vendors get first choice in room in room location.</p> <p>Encourage ENA members to support our exhibitors.</p> <p>Confusion regarding vendor payment and registration</p> <p>List of attendees to be available to the vendors.</p>	<p>Forward to Marina for editing</p> <p>Evaluate 2017 prospectus and make needed corrections. Remind exhibitors that if they don't attend the opening, their location cannot be guaranteed. Also add that space in room is not guaranteed, vendor may be moved to hallway.</p> <p>Include this in the vendor contract</p> <p>Check with constant contact to give notification to treasurer and conference vendor when payment received.</p> <p>Statement in the brochure stating same and to contact conference committee if attendees have conflict of same.</p>

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Marina