AUI Leadership Conference Work Schedule
Rupert Spring 2013

Annual Leadership Conference Hosted by LDI		
Saturday, June 8th		
Activity	**Date of Action**	**Comments**
Conference proposal submitted to the LDI Board		
Identify keynote speakers		
Proposal shared with the deans		
Conference rooms reserved		
Meetings with security, Development and Communication, Business Office, and Catering		
Call for proposals and website announcement released		
Bilingual preconference announcement distributed		
Auido/Visual contacted		
Conference payment instructions developed		
Businesses, local universities, ministries, high schools, etc. notified of call for proposals		
Develop proposal review form and form committee		
Budget finalized		
Presidential innovative fund application submitted		
Identify advertising strategies • Banner • Website • Flyers • Radio, Television, Newspapers, & Magazines • Facebook • Streaming		
Develop conference certificate		
Selection of proposals A committee representative of LDI, CAD, Language Center, SBA, SSE, and SHSS		
Notification of selected proposals		
Payment process for presenters		

LDI selects and notifies applicants and sends instructions on payment procedures by (Date 1) Presenters pay registration fee and send proof of payment by (Date 2) LDI confirms delivery / reception of payment by (Date 3)		
Finalize program schedule based on presenter confirmation		
Upload conference registration form with payment method, conference schedule, and keynote speaker biographies		
Conference registration process LDI releases conference program and registration form for attendees by (Date 1) Attendees register and pay registration fee by (Date 2) LDI closes registration form and payments by (Date 3) LDI notifies and welcomes selected attendees by (Date 4)		
Call for entries in the bi-annual LDI newsletter (LDI Board, Participants, Staff, etc.)—the newsletter will be sent to conference participants as well as names in the LDI contact database		
Prepare conference packet		
Create the bi-lingual conference program (French/English)		
Continue to share registration link with the public		
Assign conference rooms with		

noted technology needs and room configuration		
Arrange transportation for keynote speakers		
Arrange housing for LDIers returning for the conference		
Send conference attendee names to the security office		
Retrieve receipts from Business Office for Meals		
Select gift(s) for two keynote speakers		
Prepare certificates for participants		
Technology Support Confirmed		
Create campus signs • Conference Rooms • Grounds Directional Signing • Check-in Alphabetical Signing		
Develop conference evaluation		
Recruit Conference Ambassadors • Session Moderators • Check-in Agents • Break Room Manager • Security Gate Host • Attendee Relations		
Prep Conference Ambassadors And set up conference rooms		