**AFFPA:**

**AFMA:**

**County Of Leduc:**

**Leduc Chamber of Commerce:**

**Alberta Agriculture:**

***AGENDA***

***Link to Google Drive Containing Conference planning information:***

[***https://drive.google.com/open?id=1UaPhztXzPx654zh2zQcGMhX30KEqsFQh***](https://drive.google.com/open?id=1UaPhztXzPx654zh2zQcGMhX30KEqsFQh)

**Call to Order – Chair of Conference Planning Meeting**

1. **Location**
* Plan tradeshow space
1. **Budget**
* Updates?
1. **Conference Agenda /Speakers / Invited Guests**
* Confirmed speakers
* Spots that need to be filled
* Speaker introductions – not only for Jen’s speaking notes but for each of your break out rooms.  Tracy had emailed you a speaker form to be filled out by each presenter.
* List of dignitaries – your board members, etc. (can do this closer to event)
* Will you have volunteers in the breakout rooms to get presenters set up, take attendance and read the short introduction?
* When speakers arrive – who is the onsite contact?
* Are there specific roles you need Leduc County (Sharon) to fill during the conference?

Tanni Doblanko:

* When is she speaking (dates/times)?  Can she have a PowerPoint and/or Video?
* What does the County’s sponsorship package look like?
1. **Sponsorship / Tradeshow**
* If there is space can the Chamber have a complimentary booth?
* Would there also be space for Leduc County booth and would it be complimentary?
1. **Banquet**
* Set menu
1. **Schedule**
* chamber set up date/time
1. **Guest List**
* Names of sponsor attendees that should be added to the guest list
* Names of vendors that should be added to the guest list

1. **Task list:**

**Next Conference Meeting dates: Conference Call**

***Adjourn***