

Preliminary Conference Agreement



Please Print

Name of Conference: _____

Name of Organization Requesting the Conference: _____

Name of Main Contact Person: _____

Position: _____

Address: _____

City: _____ Postal Code: _____

Day Time Phone Number: _____ Other Phone Number: _____

E-Mail Address: _____

Alternative or Back Up Contact Person:

Name: _____

Address _____ City: _____ Postal Code _____

Daytime Phone Number: _____ Other Phone Number: _____

E-Mail Address _____

Proposed Date of the Event: _____ Estimated Number of People Attending: _____

Please indicate what you would like CDRCP to provide for the conference:

Conference Registration	Collection of fees for the Conference	Book the hall/ conference room(s)	Book The Caterers	Distribute the Flyers	Print Handouts	Distribute Handouts	Create Conference Evaluations
Summarize Evaluations Results	Name Tags	Technical Support	LCD Projector	Lap Top	Microphone	Flip Chart	Screen
Other: Please Specify							

Mission Statement

CDRCP connects... community and practitioners with the information, resources, training and services that promote quality family life.

The CDRCP Point Person for this conference will arrive a minimum of 30 minutes prior to the start of the event to ensure that everything is set up in advance as per the above request. All deposits, catering and conference room fees must be paid directly by the organization requesting the conference. Guest Speakers should be booked by the organization requesting the conference. After the conference is complete, an invoice will be sent to the requesting organization for the work done by CDRCP. Please contact us for more details.

Please sign the agreement and fax back to our office at 905-890-8325.

Signature: _____

Date: _____

The CDRCP Point Person for this conference will be:

name

title

Child Development Resource Connection Peel

P) 905-507-9360 ext

F) 905-890-8325

e-mail address

Conference Agreement



Conference Registration: Conference Registration will be taken by CDRCP. People who are registering for the conference must do so no later than two weeks prior to the start of the event. This will allow the CDRCP Point Person time to ensure that all materials and catering needed are ready for the participant upon arrival to the conference. CDRCP's phone number, fax number and e-mail address will need to be added to the flyers going out to the target audience for the conference.

Collect registration fees for the conference: CDRCP will collect the registration fees for the conference. A non-charitable receipt will be provided the day of the conference for individuals or groups who pay in advance. A non-charitable receipts will be mailed to individuals or groups who register after the registration cut off date. It is recommended that registration fees be paid in advance of the conference.

Book the Hall/Conference rooms: CDRCP will book the hall and/or conference rooms based on size and needs of the requesting organization. Depending on the size of the conference, it is recommended that bookings be made anywhere from six to nine months in advance.

Book the Caterers: CDRCP will book the caterers for the conference based on the estimated number of people attending. Final numbers for the caterers must be provided not later than two weeks prior to the event to accommodate the needs of the participants upon arrival to the conference.

Distribute the Flyers: CDRCP will print and distribute the flyers for the conference. All information about the conference must be provided to the Point Person one week prior to the distribution of the flyer. The flyer will include; name of the conference, date, location and time, dietary restrictions, information about the content of the conference (as needed), bio's of the guest speakers (as needed), the payment method (as needed), a registration form and contact information.

Print Handouts: CDRCP will print the handouts for the conference. We ask that the master copy for the handouts be sent to CDRCP no later than two weeks prior to the start of the event. Handouts will be stapled together unless otherwise instructed by the requesting organization.

Distribute Handouts: CDRCP will distribute the handouts as per the instructions of the requesting organization. If CDRCP is not printing the handouts, please ensure that they are available at the conference at least 30 minutes prior to the start of the event.

Create Evaluations: CDRCP will provide evaluations for the conference. The evaluations contain the following information; levels of satisfaction on content, facilitator's presentation, session, material, amount of new information gained, trainers techniques, overall view of the workshop and location. A section is also made available for written feedback.

Summarize Evaluation Results: CDRCP will collect the evaluations, summarize the results and provide a full report by e-mail to the requesting organization.

Create Name Tags: Name tags will be available for each participant. If CDRCP is not taking registration for the event, a list of participants including first and last name and the name of the organization or agency they are from, must be provided a minimum of two weeks prior to the event.

Provide

Technical Support—CDRCP will provide technical support on all equipment provided by our organization. Please note that it may be the requirement of the hall or conference location to use their own tech support person if they are providing tech equipment themselves. Additional fees to the hall, for this service may apply

LCD Projector—Please list the number of projectors needed. CDRCP has two available for conferences. Any others required may need to be rented and therefore additional fees may apply.

Lap Top—Please list the number of lap tops needed. CDRCP has two available for conferences. Any others required may need to be rented and therefore additional fees may apply.

Microphone—Please specify how many microphones may be needed. CDRCP has two available for conferences. Any others required may need to be rented and therefore additional fees may apply.

Flip Chart—Please specify how many flip charts may be needed. CDRCP has one available for conferences. Any others required may need to be rented and therefore additional fees may apply.

Screen—Please specify how many screens may be needed. CDRCP has one available for conferences. Any others required may need to be rented and therefore additional fees may apply.

Mission Statement

Child Development Resource Connection Peel collaborates with community partners to promote the quality care of children up to 12 years of age and to support the quality of family life.

Recognizing the critical importance of providing Early Childhood Education and resources to children in their formative years, we support families, staff and the community by sharing information, promoting education and providing opportunities to work together.