












## 2009 National Substitute Conference Final Report on Conference

<b>Registration</b> 	
Things that worked good	Could do better or add
	Better Signage
	Large Detailed Maps
	Committee to introduce each presenter at opening
<b>Transportation</b> 	
	Shuttle/carts to move people around campus
	Hard to get around for the disabled
	Un-permit parking for weekend parking for locals attending
<b>Program</b> 	
Color Code Sessions	Signage for Buildings
Identify Sessions	
Lounger Sessions for Presenters	
<b>Presentations</b> 	
	More Detail on Special Needs – <b>How to do</b>
	National Issues rather than local
	Subject “Organization” How? Leadership
<b>Communications</b> 	
	More Communication during Pre-conference
	Need for Confirmation with receipt and program
<b>Meals</b> 	
	Meal plan for local attendees
	Coffee/cart assessable during breaks

<b>#1 After Conference Planning - Website</b>	
NSTA only	
	Program
	Sample Forms used during the conference
	Signage
	Sign-in Sheets
	Complete Conference Packet
<b>#2 Program</b>	
	
	Program
	Reference Material
	Power Point Presentations of presenters
<b>#3 Photo's</b>	
	
	Need conference photos on the website
	Photo of each presenter presenting their session
	Conference activities