

**CONFERENCE
FORMS**

NATIONAL CONFERENCE CHECK LIST

General Requirements	#	Who	Cost	Date Contacted	Date Completed	Y
Hotel Requirements						
Sleeping rooms	125					
Meals required	5					
Banquet	1					
Class Rooms						
Executive Board Meeting Room - afternoon						
Certification Council Meeting Room - morning						
Hospitality Suite						
Breaks and Snacks						
Vendor Display Area ACS Board of Pensions Cokesbury Hubbard Press						
Audio-Visual Equipment						
Hotel Registration						
Gratuities						
Taxes						
Conference Requirements						
Hospitality Suite & snacks						
Hospitality Suite - hosts						
Gifts upon registration						
Info Pack						
Brochures						
Folders - see next page						
Registration - Conference						
Special Needs						
Door Prizes - Banquet						

Border Ministries Project						
Scholarship Buckets						
General Requirements	#	Who	Cost	Date Contacted	Date Completed	Y
Worship						
Friday - Opening Worship						
Friday - Lunch blessing						
Saturday - Opening						
Saturday - Lunch blessing						
Saturday - Banquet blessing						
Administrative						
Name badges						
Registration - Conference						
Shipping/Storage						
Awards/Prizes						
Postage						
Copying/printing						
Folders						
Schedule						
Class leaders						
Classes offered						
Membership lists						
Conference Registration List						
What to do in <u>National's location?</u>						
Maps						
Regional Annual Reports						
National Financial Reports						

Hotel rates should be requested from Sunday _____ through Monday _____

Plans for:

Tuesday _____

Thursday _____

Wednesday _____

Friday _____
Saturday _____
Sunday _____



Date

Instructor

Address

Address

Dear _____:

We are happy that you will teach the _____ class at the National Conference of the Administrative Personnel Association in _____.

Your class is scheduled for [day]_____ the [date]_____ at [time]_____ a.m./p.m. You will be given the room information at a later date.

Please contact me with your list of the audio/visual or other equipment that you will require to teach this class by [date]_____.

As per our letter/telephone conversation/email, your honoraria will be [amount]_____.

Sincerely,

Your name

Title

Address, etc.



EXPENSE FORM FOR NATIONAL CONFERENCE

Name _____

Address _____

Telephone Number _____ Email address _____

Class Taught _____ Date Taught _____

Mileage driven _____ Flight Costs _____

Charges incurred to prepare for class (copying, printing, etc.) _____

Total amount due _____

Date _____

Signature _____

Please complete the above form and attach all pertinent receipts [or copies].

If you are unable to give this form and your receipts to the conference chair, please send to the following:

***(Checks payable to: APA)
Administrative Personnel Association, PCUSA, Inc.***



Date

Vendor's Name
Vendor's Address
Vendor's Address

Dear _____:

We appreciate you attending the National Conference of the Administrative Personnel Association in _____ representing _____.

The fee for vendor participation at the national conference is \$250. For this fee, a table or tables will be available for you to display your products and your name will be prominently displayed at each break area and the hospitality suite.

If you need access to electrical outlets, please inform _____, the Conference contact.

Please send your conference fee to Administrative Personnel Association, PCUSA, Inc .Mail to: Rosanna Balzano, APA Treasurer, Presbytery of Tampa Bay, 2001 Rainbow Drive, #2, Clearwater, FL 33765

If you have any questions, please contact, _____, Conference Chair, at _____.

Sincerely,

Your name
Title
Address, etc.