

INDEX

	<u>Page</u>
Activities for Programs	9
Agenda Samples	11
Appendix Table of Contents	22
Audio-Visual Equipment	14
Brainstorming	9
Case Studies	9
Certification Renewal Credits	21
Checklist for Programs	19
Conference Committee Calendar	8
Co-Sponsorship (relating to programs and meetings) Definitions	24
Cooperation (relating to programs and meetings) Definition	24
Coordinator Feedback Form	36
<i>Crab</i>	16
Date Selection	4
Definitions of Sponsorship, Co-Sponsorship & Cooperation	24
Deposit Form	31
Equipment	22
Evaluation and Follow Up	35
Evaluation Form	35
Final Financial Report Form	37
Formats of Programs	7
Forms – Deposit Form	31
Forms – Evaluation Form	35
Forms – Final Financial Report Form	37
Forms – Program Approval Form	33
Forms – Coordinator Feedback Form	36
Forms – Program Evaluation Form	35
Forms – Program Planning Timetable Worksheet	3
Forms – Request for Payment Form	32
<i>Happenings</i>	16
Index	38
Information for <i>Happenings</i>	16
Introduction	1
Large Group Discussion	9
Layout of Programs	9
Learning Objectives	6
Program Formats	7
Lecture	10
Location Selection	12
Needs Assessment	5
Objectives	6

Panel Discussion	10
Payment Request Form	32
Program Approval Form	33
Program Approval Form Information	15
Program Checklist	34
Program Evaluation – Coordinator Feedback Form	36
Program Evaluation Form	35
Program Finances Information	18
Program Layout and Activities	9
Program Packs	20
Program Planning Timetable Worksheet	3
Program Registration Refunds Policy	29
Publicizing Your Program Information	16
Refunds for Programs	29
Registration Refunds	29
Request for Payment Form	32
Role Play	10
Room Considerations	12
Sample Program Agendas	11
Small Group Discussion	9
Speakers Policy	27
Sponsorship (relating to programs and meetings) Definition	24
Topic Selection	5