



Planning Delaware's Annual Conference for Direct Support Professionals

Planning for Delaware's Annual Conference for Direct Support Professionals (DSPs) is a process which begins immediately following conference day. The conference is organized by the "Planning Committee" whose sole responsibility is to provide oversight, organization and coordination for the conference. The Planning committee members are responsible for making final decisions and plans leading up to the day long conference the first Thursday in May. The Planning Committee generally meets monthly and every other week in the month of April.

The Planning Committee is responsible for developing a conference budget, funding oversight, evaluation, program decisions and overall conference implementation. The committee is comprised of various individuals who represent state and private organizations. Currently 42% of the committee's members are DSPs. The goal is for the conference to be solely organized and implemented by DSPs.

While the Planning Committee has direct oversight of the planning process, the Conference involves standing committees that work on specific details and tasks in smaller and most times short term periods leading up to the day of the conference. Participation in one of the committees is concentrated effort and usually requires a short-term commitment. The table below provides a brief description along with the activities of each committee and estimated timeframe.

DSPs interested in participating in any of the planning committees of the annual conference or if that have any questions should contact Co-Chair Renée Settles-Bean at 302-831-3073, email rbean@udel.edu or Co-Chair Kelly Engel at 302-479-5213 (office), 610-804-6343 (cell) or by email kengel@bnh.org.

**Standing Committees for the
Delaware's Annual Conference for Direct Support Professionals**

Committee	Function	Activities	Meeting Dates/Frequency
Awards	The conference presents several awards to outstanding DSPs who have made an impact in the lives of individuals with disabilities, families and/or caregivers. The Awards Committee is responsible for this portion of the conference.	<ul style="list-style-type: none"> • Organize awards ceremony/presentation during conference • Coordinate/organize nomination process • Solicit nominations from general public, providers, individuals, groups, etc. • Disseminate nomination criteria, information • Identify and organize judging panel • Contact honorees and awardees to participate in conference • Select and present awards to awardees 	<p>Expect to meet at least three times no more than six occasions throughout the year.</p> <p>Dates: To be determined (TBD)</p>
Exhibitors	Each year the DSP Conference invites Exhibitors to participate in the conference by displaying their product or service that may be of some interest to conference participants.	<ul style="list-style-type: none"> • Identify/solicit potential exhibitors • Coordinate with Logistics Committee for set up/design • Send correspondence and follow up when needed. 	<p>Expect to meet two – three times, majority of work will be done outside of meetings.</p> <p>Dates: To be determined (TBD)</p>
Funding	The Conference is self-supporting and must be funded each year by generous contributions, sponsorships, and donations solicited by this committee.	<ul style="list-style-type: none"> • Identify potential sponsors • Identify potential funding opportunities • Develop letters/proposals to solicit support • Correspondence (thank you letters, reports, etc.) 	<p>Expect to meet two – four times, majority of work will be done outside of meetings, work is done in the beginning of planning year.</p> <p>Dates: TBD</p>

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Committee	Function	Activities	Meeting Dates/Frequency
Logistics	This vital committee is responsible for organizing and coordinating the facilities, meals, and the operation on the day of the conference.	<ul style="list-style-type: none"> • Organizing meals • Rooms for breakout and plenary sessions • Registration process • Equipment coordination • Signage • Conference packet distribution 	<p>Expect to meet at least 4 times, with more work needed two weeks prior to the conference and on the day of conference.</p> <p>Dates: TBD</p>
Program	The program is the cornerstone of the conference which coordinates/organizes workshops, plenary session and keynotes.	<ul style="list-style-type: none"> • Solicits and identifies conference workshops • Coordinates/organizes keynote speaker • Coordinate, communicates with conference presenters • Workshop certificates • Door prizes for participants • Organizes host and room monitors • Evaluations and certificates 	<p>Expect to meet at least three times no more than five meetings.</p> <p>Dates: TBD</p>
Publicity /Marketing	This committee is responsible for the statewide and regional outreach to DSPs and the general public to provide information and press coverage of the conference.	<ul style="list-style-type: none"> • Press releases to local newspapers • Design and dissemination of marketing materials (brochure, save the date cards) • Program booklet design • Maintain conference website and mailing lists 	<p>Expect to meet at least two times no more than four meetings.</p> <p>Dates: TBD</p>