

## WateReuse California Annual Conference - March 15-17, 2015

### 2015 PLANNING MATRIX

Subcommittee	2015 Committee Members	Committee Responsibility	WateReuse Staff Responsibility	Due Date
General Planning	<b>Co-Chairs:</b> Monica Gasca, LACSD Raymond Jay, MWD	Overall responsibility for planning and coordinating the conference, interfacing and assisting WRA staff.	Negotiate and sign all contracts and agreements, establish budget, hotel contact, food and beverage planning, meeting room set-up, coordinate transportation, prepare name badges, coordinate registration, prepare evaluation forms.	<b>Committee Selected and First Conference Call</b> - end of July, 2014
Technical Program Development	<b>Committee Members:</b> Jim Rasmus, Black & Veatch	Work with staff to develop call for papers content, review and rank abstracts, draft technical program.	Send out call for papers and post on WRA website. Collect abstracts and distribute to committee. Notify the speakers whether they have been selected once the committee decides.	<b>Call for Abstracts Posted</b> - August 11 <b>Abstracts Due</b> - October 6 <b>Authors Notified</b> - October 27
Poster Sessions	<b>Committee Members:</b>	Select papers to be invited as posters. Coordinate with Technical Program Development subcommittee.	Courtney to arrange easels and layout with hotel. Send out Poster Guidelines to presenters	
Pre-Conference Program (workshops)	<b>Committee Members:</b>	Develop pre-conference program. Coordinate topic, speakers, etc. Coordinate with Technical Program Development subcommittee.	Work with hotel to arrange logistics.	<b>Text for Workshops Due</b> - Nov 3
Technical Program Moderator Coordination	<b>Committee Members:</b> Kraig Erickson, RMC	Select, advise and coordinate with session moderators.	Prepare moderator packets for conference to include: moderator guidelines and bios from each speaker.	<b>Moderators Finalized by</b> - Feb 2
Audio Visual Equipment	<b>Committee Members:</b>	Provide a volunteer to work at the conference during the Speaker Office Hours to help upload new speaker PPTs. WateReuse will have an AV Coordinator who will set up all of the AV equipment and make sure everything runs smoothly.	Develop conference master slide upload all presentations onto the laptops. Coordinate all AV logistics with the AV Coordinator and on-site volunteer. Will obtain screens, microphones, podiums, AV cart, etc.	
Opening Session	<b>Committee Members:</b>	Develop Opening Session presentation; invite speakers; coordinate with moderator/emcee.	Work with committee on logistical needs for Opening Session.	<b>Text for Opening Session Due</b> - Nov 3
Awards & Awards Luncheon	<b>Committee Members:</b> Dawn Taffler, Kennedy/ Jenks	Develop call for awards content. Develop/review criteria. Determine winners and send to CA Section Board. Work with staff to send out notification and logistical information. Develop presentation for award luncheon. Invite speakers and moderate.	Send out call for awards and post on website. Work with committee to send out notification and logistical information to award winners. Order Awards and have them sent to hotel. Work with the committee on logistical needs for Awards Luncheon.	<b>Call For Awards Posted</b> - Nov 3 <b>Award Nominations Due</b> - Jan 12 <b>Award Winners Notified</b> - Feb 2
Gordon Cologne Annual Breakfast	<b>Lead:</b> Richard Harris, Nossaman	Develop program. Coordinate key attendees. Choose award recipient for Gordon Cologne Award.	Work with committee on logistical needs for breakfast.	<b>Text for Gordon Cologne Breakfast Due</b> - Nov 3
Facility Tours	<b>Committee Members:</b>	Plan tour(s), either guided or on your own. Work with staff on transportation and meal needs.	Arrange transportation for tours and work with committee on any other logistics needed.	<b>Text for Facility Tours Due</b> - Nov 3

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Exhibits and Sponsorship	<b>Committee Members:</b> John Robinson, John Robinson Consulting	Work with staff to develop exhibitor and sponsors prospectus content, identify potential exhibitors and sponsors. Recruit exhibitors and sponsors.	Develop exhibitor and sponsors prospectus content, identify potential exhibitors and sponsors. Work with hotel on exhibitor logistics and set-up. Main point of contact for exhibitors and sponsors, arrange all logistics.	<b>Exhibitors and Sponsors Prosepectus Posted - Aug/Sep 2014</b> <b>Exhibitor Early Bird Deadline - Jan 12</b> <b>Deadline for Exhibitors and Sponsors - Feb 13</b>
Plenary Session/ Town Hall Session	<b>Committee Members:</b>	Establish Plenary/Town Hall content and approach. Coordinate needs with staff.	Work with committee on logistical needs for lunch and AV.	<b>Text for Plenary/Town Hall Due - Nov 3</b>
Board Liaison	Mike Thornton, San Elijo JPA	Keep CA Section Board apprised of conference planning and keep the planning committee apprised of the board's input. Provide assistance as needed.		
Revenue and Budget	<b>Lead:</b> Courtney Tharpe, WRA Mike Thornton			

**NOTES:**

1. WRA Staff will provide Administrative Support on all Tasks
2. WRA Executive Director has final approval and signs all contracts.