

Michigan CUPA-HR Annual Conference Subcommittee Responsibilities Overview

- **Communications:**
 - Advertising: Chapter email blasts, CUPA Connect, Chapter website, [CUPA-HR calendar of events](#)
 - [Continuing Education Credits](#) (HRCI & SHRM)
 - Programs (design, information gathering - speaker bios, agenda, key info about event space – wifi password, map/directions, special event activities)
- **Hospitality**
 - Event spaces
 - Catering
 - Special event activities (for multi-day event) – e.g. Dodge House dinner/tour, UofM Big House tour, MSU Wharton Center dinner
 - Gift baskets/Giveaways/Raffles/Attendee gift
- **Speakers**
 - Keynote speakers (one per day for multi-day event)
 - Super Session – Panel discussion, roundtables
 - Determine hot topics, engaging speakers from other events
- **Breakout Sessions**
 - Brainstorm key topics/areas of interest
 - Survey members
 - Identify resources – local vendors, individuals at member institutions
- **Sponsors**
 - Vendor incentives – Silver, Gold, Platinum
 - Networking, promotion of business, host a vendor table
- **Logistics**
 - Venue selection
 - Event space set up
 - Staffing of event – volunteers from Annual Planning Committee and Continued Learning Committee
 - Registration
 - Take advantage of onsite conference center services as much as possible
 - [CUPA-HR Conference services](#)