



PENNSYLVANIA SPEECH-LANGUAGE-HEARING ASSOCIATION

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Vice President for Convention Planning Annual Report
April 2008
Nannette Crawford

Activities (July 1, 2007-April 30, 2008)

- Responded to general e-mails and phone calls relative to Convention Planning
- Attended all PSHA Board Meetings
- Contacted/corresponded with speakers for 2008 throughout the year
- Corresponded frequently with PSHA's Business Office throughout the year for Convention Planning
- Submitted an article for each Keystater Publication, Convention Brochure and Convention Program
- Corresponded with the Planning Committee throughout the year
- Corresponded with the PSHA Board throughout the year
- Assisted with logo/theme for Convention
- Reviewed Call for Papers
- Scheduled Adult and Pediatric Track of Convention with Michele Franz and Kelly Schussler; assisted with Student Track
- Assisted with Facilitator Grid for Speakers
- Assisted with menu for Convention
- Assisted with registration for Pre-Convention
- Assisted with registration for Convention
- Attended Pre-Con meeting with Diane on 4/9/08 at the Sheraton
- Participated in Town Hall Meeting
- Met with various speakers at the Convention as able
- Attended Student Reception to support Student Members
- Presented certificates to the Planning Committee members at the Annual Luncheon
- Sent individual thank-you e-mails to Invited Speakers for their participation
- Have begun to tentatively book speakers for 2009