



My Conference Planning Worksheet

Here are some ways to take most advantage of your time at the ABACC Annual Conference.

- ▲ **Plan your schedule. There are a number of workshop options, some of which you will have to choose between. Plan in advance to make sure you can take advantage of the workshops most suited to your institution's needs.**
 - ▲ Having multiple representatives from your institution is the best way to ensure you're taking full advantage of the educational options at ABACC. If that is not possible, all materials from our sessions will be available for download following the Conference (to members only).
 - ▲ For a complete schedule, speaker biographies, and detailed session descriptions, download the Conference Program from the conference page of the ABACC website. (available in January). Contact the ABACC Office (info@myabacc.org) before that for any details you need.
- ▲ **Think through pressing issues on your campus and make note of specific questions for which you would like to find answers during the Conference.**
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- ▲ **Plan to make efficient use of the Exhibit Hall. Are there particular vendors you would like to visit? Are there particular products or services you would like to gather information about while at the Conference?**
 - ▲ View the Exhibitor's List on the ABACC website.
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- ▲ **Would you or someone on your campus benefit from a comprehensive review of business office functions? Consider ABACC's *Business Office 360: A Comprehensive Guide for Financial Professionals*.**
 - ▲ Include the *Business Office 360* option on your registration form or send an email to info@myabacc.org to register.
- ▲ **Are there particular issues on your campus for which you would benefit from connections with other Business Officers who have been through a similar issue?** ABACC can help you connect to the right person. Contact Bruce Hoeker at bruce@myabacc.org.
- ▲ **A few items to bring with you to Florida:**
 - ▲ A jacket or sweater (workshop rooms are kept fairly cool)
 - ▲ Workout clothes and tennis shoes. The conference hotel has numerous opportunities to keep up (or start!) your fitness routine.
 - ▲ Hotel confirmation – typically there isn't a problem with your reservation, but just in case bring this along.
- ▲ **ABACC will post to our Facebook and Twitter sites throughout the Conference. Become a follower by clicking the tabs on the ABACC home page (www.myabacc.org) and join the conversation!**