

Planning a Women in Agriculture Conference?

~ Implementation ~

Planning a Women in Agriculture Conference

Implementation

- Registration
 - Name badges
 - Packets or bags
 - Receipts for payment (some will need this)
 - Exhibitors should set up prior to participants arriving
 - Workshop moderators should have packet with workshop name, speaker bio, and evaluations
 - A/V person – available throughout
 - Keep on time – all sessions, meals, etc.

Planning a Women in Agriculture Conference

Implementation

- Registration cont...
 - Door prizes
 - Announce where all participants will see or hear
 - Participants
 - Should see a well executed conference, regardless of any unforeseen issues.
 - They are your greatest asset – treat them with respect and professionalism.

Planning a Women in Agriculture Conference?

~ Post Conference ~

Planning a Women in Agriculture Conference

Post Conference

- Thank you letters to (should go out within a week):
 - Speakers
 - Sponsors
 - Committee
 - Moderators
- Reimbursements to speakers – in a timely manner

Planning a Women in Agriculture Conference *Post Conference*

- Facility Evaluation
- Summarize conference/workshop evaluations – send summary to speakers/presenters and committee members
- Grant Reporting – keep up with dates
- Start file for the next conference – include suggestions from committee, evaluations, troubleshooting that occurred during planning steps

Additional Considerations

Women in Ag may be:

Spouses
Partners
Daughters
Sisters
Landowners
Widows

This group of women may or may not be married to a farmer, and should not be assumed to be the wife of a farmer.

Be careful and sensitive in the way you refer to your participants, and be sure to communicate this message to your speakers.

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For More information visit the National Women
in Agriculture web site at the Ag Risk Library
at the University of Minnesota:

<http://www.agrisk.umn.edu/wia>