A G E N D A

1) Arrival Lunch and Welcome
   a) Introduce yourself and your committee

2) CABE 2020 Overview
   a) Attendee Registration – Expected Attendance 5,000+
      i) EXTRA Early Bird Registration: Deadline Thursday, November 21, 2019
   b) Exhibitors & Sponsors Registration - PC members receive prime location
      i) Early Bird Registration: Deadline Friday, December 13, 2019
   c) Special Features - keynotes and featured speakers, special sessions, etc.
   d) Conference Format/Schedule

3) Volunteers Honorary Chair and Co-Chair/Committee Chair Letter for Conference Program
   i) Honorary Chair Letter: __________________________
   ii) Co-Chair/Planning Committee Letter: ______________________

4) CABE 2020 PC Registration Form and Benefits
   a) Complete CABE Registration form and return, ASAP (Deadline: Wednesday, December 11, 2019)

5) Committee Chairs Planning and Reports (What I am working on and what and when I need to complete)
   a) Complete Action Plan
   b) Report to PC, if needed

6) Announcements & Reminders
   • Contact Information Form and Review Partial Roster for Edits
   • Superintendent Welcome Schedule (email choices to Celina Friday, November 22, 2019)
   • EXTRA Early Bird Registration deadline: Thursday, November 21, 2019
   • Exhibitions and Sponsors’ Early Bird Registration deadline: Friday, December 13, 2019
   • CABE 2020 Planning Committee Resource Page
     https://www.gocabe.org/index.php/conferences/planning-committee/

7) Next Meeting
   Santa Clara COE- Friday, November 22, 2019 (Details at a later date)

8) Questions & Adjournment: