



CABE 2020

A PERFECT VISION FOR MULTICULTURALISM AND MULTILITERACY

CABE 2020 PLANNING COMMITTEE MEETING (LUNCH INCLUDED)

Meeting Room: Board Room

Morgan Hill Unified School District • 15600 Concord Circle, Morgan Hill, CA 95037

Wednesday, October 30, 2019 • 11:00am-2:00pm

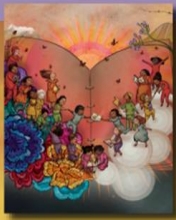
OUTCOMES

- Become familiar with the CABE structure for the annual conference
- Identify key dates and deadlines
- Understand the Benefit of being part of CABE 2020 Planning Committee
- Recognize timeline and deadlines for your committee responsibility
- Have questions answered and suggestions/recommendations noted
- Celebrate and promote our commitment to English Learners and biliteracy programs and build a vision for systemically addressing EL needs across Northern California and the state
- Feel supported and motivated to invite and involve colleagues to participate and attend CABE 2020

AGENDA

- 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:**





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NOTES

