Things Planners Forget

Carolyn Davis, CMP – Owner, Meeting & Event Planner, Strategic Meeting Partners

BAs a Planner do you find yourself juggling a lot of balls at the same time? What happens when you drop (or misplace one of those balls)? Sometimes the results catastrophic and sometimes they are just funny. Join us as we share some stories, laughter and gasps of horrors; and the latest tools out there to help us remember all those things. In this session you'll get (1) a list of things planners shouldn't forget, (2) a list of memory tools from templates to apps, and (3) plenty of white space for you to add your insights from the session,

Join us in sharing some funny stories...did you forget to put lipstick on after advancing breakfast at 4:30am; and some not so funny stories…like the time you forgot to ask the venue to shut off their water system prior to a lawn event or checking tide chart for a beach party.

Learning Objectives:

* Acknowledge that you aren't perfect. That there are many balls you as a planner have

 to juggle. We will define some of those balls and how to keep them in the air.

* Define a list of the more important things/ tasks a planner shouldn't overlook, from applying lipstick to reading contract clauses.
* Find a task collection system that works best for them. There are many tools out there. The most important factor is to find the system that responds to their needs.

Contractors, Employees, Partners – Oh My!

Carolyn Browning, CMP, CMM – Chief Solution Strategist, MEETing Needs, LLC

As an independent professional, can you do it all? Should you? What resources do you need to be successful? Are there legal issues to consider? Come learn from others who have ‘been there’ and have the battle scars to prove it. Some team members are project-based, others help you on a daily basis. Your team makes you look good – who should be part of it?

Learning Objectives:

* List three resources to maintain your sanity when self-employed
* Identify "must do's" that you need to handle that your employer used to
* Define the difference between a contractor and employee