

Conference Planning

Planning a conference is a labor of love, but it is also a business venture to make a profit. The conference planning area of the affiliate website is designed to assist you in planning a successful conference. Below is a list of resources available on our site.

[Cosponsored Speakers Program](#)

NCTE has dynamic leaders who are experts in a number of topics such as assessment, diversity, literacy, multiculturalism and more. NCTE is pleased to share the financial responsibility of sending Council leaders to affiliate and TYCA regional meetings.

[Hosting an NCTE Cosponsored Speaker](#) (applicable to all your conference speakers)
Conference program planners may find the guidelines presented here to be very useful when hosting an NCTE Cosponsored Speaker. Whether the conference is still in the planning stages or almost completed, the tips offered are invaluable.

[Conference Planning Checklist](#)

Where should you start in planning your conference? How do you plan a workable and accurate budget? These conference worksheets and checklists were created for NCTE affiliates, assemblies, and TYCA regionals by former NCTE Convention Director Jacqui Joseph-Biddle.

[NCTE Affiliate Exhibit Kits](#)

One service NCTE provides to its affiliates is a sampling of publications to display at affiliate conferences. An NCTE exhibit at your conference enables your members to see for themselves the sorts of publications NCTE has to offer. Those who are interested in joining NCTE will be able to pick up an NCTE membership application right at the exhibit.

[Affiliate Meetings List](#)

See the most current list of affiliate meetings.

[National Promotion for Affiliate Meetings](#)

Promote your conference or meeting through NCTE publications and social media.

[List Requests for Affiliates](#)

Request a list of current NCTE members to use in recruiting new affiliate members or announcing meetings.

[Invite your SCOA representative to your affiliate meeting!](#)

Having your Regional Representative to the Standing Committee on Affiliates attend your conference will benefit your affiliate.