

From: Matt Alderton <matt@logolepsy.com>  
Subject: **Fwd: Annual Meeting 2010 To-Do List - Remember to Print This E-mail**  
Date: October 11, 2010 5:19:26 PM CDT

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June 18, 2010

Dear Dave:

Thank you for registering for Annual Meeting 2010, hosted by the Association Forum of Chicagoland and held at Navy Pier.

To help you make the most of it, print this email, put the following items on your to-do list, then check them off - one by one - before next Tuesday:

#### **1. Make a Group Game Plan**

Before the meeting, view the agenda and speakers to decide what sessions to attend. If you're going to the Annual Meeting as a team, make a group game plan. Instead of sending your entire staff to the same educational sessions, for instance, divide and conquer so that your organization can maximize its ROI. Don't just attend sessions that sound interesting; choose sessions that will help your organization solve existing problems.

If your group isn't large enough to cover all bases, don't fret: Attendees will have access to all handouts for all sessions - even those they didn't attend - and will be able to purchase bundled audio recordings of each session to add to their personal learning library, whether it's to review a session you liked, listen in on a session you missed or share with colleagues a session you know they can't live without.

>> [View the Annual Meeting agenda](#)

#### **2. Charge Your Phone for Supercharged Keynotes**

Before you leave the house next Tuesday, make sure your cell phone is fully charged, as this year's keynote speakers - political economist Robert Kuttner and financial journalist Todd Buchholz - will be accepting audience text messages during their presentations. From the texts they receive, they'll each be choosing several questions to answer during a special audience Q&A that's designed to personalize - and maximize - your keynote experience.

For the first time in Annual Meeting history, you can interact with our speakers onsite by sending them questions via a message. For mobile phone users, text your questions to 22333 and use the key word of "Forum". For those of you that are tweeting, tweet your questions to @pollforum. For online users, visit online <http://poll4.com> and use the word "Forum".

>> [Learn more about this year's keynote speakers](#)

#### **3. Print Out Your CAE Application**

If you're pursuing your Certified Association Executive (CAE) credential - or planning to renew it - your application is about to get one step closer to completion, as Annual Meeting registrants will earn a total of six CAE hours. Plus, you can choose from 10 education sessions to earn your hours. These sessions were designed for professionals at every level and in every sector, from CEOs and CFOs to meeting planners, membership directors, communications professionals and more.

Remember: Keep copies of your confirmation letters from the Association Forum so you'll have a record of your attendance!

>> [Choose your education sessions](#)

#### **4. Work Up an Appetite**

Back by popular demand: The social highlight of Annual Meeting 2010 will be the association networking lunch, during which you'll have the chance to meet and mingle with your peers at other

Chicagoland organizations. To view the list of colleagues you will be seeing next Tuesday [click here](#). Plus: There will be tabletops devoted especially for professionals in Membership, Meetings, Education, Executive Management and more so that you can engage others in your area of expertise.

>> [Attend the Honors Gala on June 24 for even more food and networking](#)

#### 5. Check Your Email & Answer the Phone

Networking begins even before Annual Meeting does! If you are new to Annual Meeting - and clicked "First Time Attendee" when you registered - you will be contacted personally by a member of the Annual Meeting Working Group via e-mail or phone! Their goal is connect with you before the meeting to answer your questions and offer tips for maximizing your attendee experience. You can meet up with your Working Group buddy in the Grand Ballroom during breakfast. They will be waiting to meet you near the breakfast stations. The members of the Annual Meeting Working Group will be wearing blue ribbons.

>> [Meet the Annual Meeting Working Group](#)

#### 6. Spread the Word

Before, during and even after the event, do us a favor: Tell your friends and colleagues about Annual Meeting. Join the Association Forum's [LinkedIn group](#) to generate Annual Meeting buzz. Become our Facebook fan. Tweet about Annual Meeting using [Twitter hashtag #10AW](#). Whatever you do: Talk about your Annual Meeting plans and experience so that we can continue growing the event - and growing the association profession while we're at it.

>> [Become a Facebook fan](#)

#### 7. Download Your Handouts

Check out the exclusive [Live Learning Center](#) which has PowerPoint presentations of several sessions available to attendees only. Visit the site and download your session materials now!

>> [Download the session materials](#)

#### 8. Pre- Order Audio Sessions - Now Available!

*Now you can build an audio library of content and continue the conversation with staff and your team even after Annual Meeting.* Pre-order the bundled audio sessions for Annual Meeting 2010. It can be downright difficult to choose the session you want to attend. Now you can check out the handouts for all of the sessions -even the ones that you missed- on the [Live Learning Center](#).

>> [Pre-order the bundled audio sessions for Annual Meeting 2010](#)

#### 9. Review Directions to Navy Pier

Navy Pier is located in downtown Chicago at 600 East Grand Avenue, Chicago, IL 60611. [Public parking](#) is available at the Navy Pier parking garage for \$20. Follow signs to the north side of the Pier for parking.

>> [Learn how to get to Navy Pier](#)

If you have any questions about Annual Meeting, please contact me via e-mail at [t.dietsch@associationforum.org](mailto:t.dietsch@associationforum.org) or call me at (312) 924-7022. Otherwise, I hope to see you next week!

Sincerely,

Thelma Dietsch, CAE, IOM  
Assistant Director of Meetings and Programs  
Association Forum of Chicagoland

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