CCA CONFERENCE COMMITTEE

Conference Planning Guide

Last Revised: 09-13-2025

CONFERENCE COMMITTEE

Each spring and fall, the Conference Committee assumes responsibility for planning and organizing a one-day, in-person conference that aligns with CCA's mission statement.

This guide is intended to help describe leadership roles, organize conference operations, and offer templates to support the committee in fulfilling these objectives effectively. The following table of contents outlines the sections included in this resource.

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COMMITTEE LEADERSHIP

This section covers leadership positions within CCA's Conference Committee: Co-Chairs, Sponsorship Coordinators, Raffle Coordinators, and Digital Content Coordinators.

Co-Chairs are interviewed and appointed by the CCA Executive Director. At the kick-off meeting, Co-Chairs present open leadership positions to the committee. Members may elect to serve, with at least two lead volunteers recommended for each coordinator role.

Co-Chairs

Co-Chairs provide strategic leadership and oversight, ensuring the committee is well-supported in its efforts to deliver a successful conference. As lead volunteers, Co-Chairs:

- Develop and distribute meeting agendas to committee members prior to each meeting
- Facilitate virtual meetings and promote productive collaboration among members
- Record and send detailed meeting minutes to committee members in a timely manner
- Attend email communications efficiently and offer necessary clarification and guidance
- Draft and submit conference-related writeups for inclusion in CCA's monthly newsletter
- Ensure the committee conducts a fair and transparent review of session proposals
- Liaise on event logistics with external stakeholders in partnership with Executive Director
- Manage timelines, delegate tasks, and monitor progress to ensure key milestones are met
- Support conference-day task management and assist with pre- and post-event operations

NAME: _____ EMAIL: _____

NAME: _____ EMAIL: _____

Sponsorship Coordinators

Sponsorship Coordinators engage with potential sponsors and exhibitors, helping to build and sustain strong conference partnerships. As lead volunteers, Sponsorship Coordinators:

- Review current sponsorship packages and offer recommendations for revisions as needed
- Become familiar with each sponsorship level to effectively communicate package benefits
- Share pre-made digital content to help promote sponsorship and exhibitor opportunities
- Outreach businesses, organizations, academic institutions, and publishers for sponsorship
- Preserve accurate records of all sponsors and exhibitors within the tracking spreadsheet
- Maintain clear, professional, and responsive communication with sponsors and exhibitors
- Ensure timely and appropriate sponsorship mentions across CCA's social media channels
- Assist in securing promotional materials and products to display at attendee tables
- Offer support with the setting up of sponsor and exhibitor materials conference-day

NAME: _____ EMAIL: _____

NAME: _____ EMAIL: _____

Raffle Coordinators

Raffle Coordinators manage the raffle, helping to fund scholarships that support graduate student attendance at future conferences. As lead volunteers, Raffle Coordinators:

- Attend committee meetings to support the development of raffle ideas and strategies
- Communicate professionally with potential donors to request and secure raffle donations
- Maintain accurate and up-to-date records of all donors within the tracking spreadsheet
- Coordinate logistics with donors regarding the delivery or local pickup of donated items
- Assemble gift baskets and arrange raffle tables with clear and professional signage
- Engage with conference attendees to promote raffle participation and address inquiries
- Monitor raffle ticket sales to ensure proper handling of cash and digital payment systems
- Publicly acknowledge and formally express gratitude to all donors prior to the raffle drawing
- Administer raffle drawing process in a way that ensures complete transparency and fairness

NAME: _____ EMAIL: _____

NAME: _____ EMAIL: _____

Digital Content Coordinators

Digital Content Coordinators use free graphic design platforms such as Canva to create high-quality visual content, maintaining a consistent and engaging online presence to promote the conference. As lead volunteers, Digital Content Coordinators:

- Brainstorm and implement strategies to enhance social media presence and engagement
- Explore, propose, and support technological innovations to improve event experience
- Create digital graphics (JPGs) for all conference-related announcements and promotions
- Share all JPGs with the Executive Director for use in social media posts and e-blasts
- Send JPGs to Co-Chairs for the timely distribution of digital content to committee members
- Update or refresh visual layout and organization of the conference program for publication
- Assist in designing signage and visual materials for conference activities and table displays
- Help coordinate technical support during the event for presenters and contributors
- Take conference-day photos and videos for use in CCA's newsletter and social media posts

NAME: _____ EMAIL: _____

NAME: _____ EMAIL: _____

CONFERENCE OPERATIONS

This section organizes conference operations into three parts: programming, promotion, and preparation. Shared operations for the Spring and Fall conferences are listed, with Spring-only tasks (e.g., awards*) marked with an asterisk.

Programming

☐ **Call for Proposals**: Use multiple platforms to announce call for session proposals
- Seeking licensed mental health professionals to present on timely and interesting topics
- Sessions that fulfill continuing education (CE) requirements may be given priority
- Share via social media (e.g., Facebook, Instagram, LinkedIn), e-blasts, and CCA newsletter

☐ **Review Submissions**: Use a standardized method for criterion-based evaluation
- Executive Director emails committee a single PDF comprised of all session submissions
- Use ACA's proposal scoring rubric to review each proposal before the next meeting
- Committee members who are unable to attend the meeting can email proposal feedback to the co-chairs for inclusion in the review of submissions
- Consult NBCC's presenter qualification requirements to ensure eligibility for CEs

☐ **Session Selections**: Committee members reach consensus on sessions for inclusion
- Refer to most recent program to map out potential sessions (totaling 6 CE clock hours)
- Identify proposals that were not selected that can be offered as virtual training sessions

☐ **Decision Notifications**: Send personalized email notifications of committee's decision
- To *selected*: request confirmation of acceptance and any updates to original submission
- To *non-selected*: (a) offer to schedule a future virtual training session, or (b) give feedback to support the submitter in preparing a more substantial proposal in the future

☐ **Conference Theme**: Identify a theme that emerges from the selected sessions
- Use the identified theme to create a title for the conference
- Write a 3-5-sentence statement describing the significance of the theme

☐ **Graduate Student Poster Presentations**: Coordinate with CACES
- Promote the call for graduate student poster presentation proposals across CCA platforms
- Email announcement to graduate program coordinators and department chairs
- Executive Director launches CACES's poster application link on CCA website

☐ **Division Involvement**: Contact leaders of CACES and CMHCA about event involvement
- Invite leaders to share updates and promote volunteerism during conference-day lunch

☐ **Conference Program**: Update agenda, presenters' bios, and session descriptions
- Executive Director will publish the conference program on the CCA website

Promotion

☐ **Digital Content**: Use JPGs to promote and highlight various aspects of the conference

- Call to join the Conference Committee (include meeting dates)
- Call for session proposals (include submission deadline)
- Call for graduate student poster presentation proposals (include submission deadline)
- Save the Date (include conference date, location, and registration link)
- Conference spotlights (include special features and session topics)
- Conference Student Scholarship Application (helps defray registration cost)
- Call for sponsors and exhibitors
- Call for raffle donations
- Countdown series (name each JPG based on posting date: *Countdown _ MM-DD-YYYY)*
- Sponsorship mentions (based on sponsorship level)
- *Call for Awards (*Spring Conference only)

☐ **Promotion Channels**: Use multiple platforms to disseminate information

- Social media (e.g., Facebook, Instagram, LinkedIn)
- E-blasts (e.g., CCA distribution list, colleges and universities, organizations)
- CCA newsletter

☐ **Engage Leaders**: Seek leadership support in sharing conference announcements

- Email the CCA Executive Board, Governing Council, Divisions, and Committees

Preparation

☐ **Icebreakers**: Select activities that encourage conference-day attendee engagement

- *Poster Wall*: Upon arrival and throughout the event, attendees are encouraged to visit the poster station to add and read responses to various prompts
    - Alternatively, attendees can submit responses via a Google Form, with results downloaded and shared after the event
    - Materials: Post-it paper, markers (purchase and send receipts for reimbursement)
    - Each of the following prompts are written on a separate piece of Post-it paper:
        - *What advice would you give to new counselors?*
        - *What is your favorite counseling activity or technique?*
        - *What is your area of specialty?*
        - *Are you accepting interns or new counselors seeking supervision?*
- *Beep-Beep*: Attendees are guided through a brief, energizing activity using rubber bands
    - Materials: *Large Rubber Bands Bulk (8 Inches Heavy Duty Strong)*
    - The following script is used to guide attendees through the activity: *"Before our next session, let's do a quick exercise to get our minds and bodies moving. Please grab a rubber band from your table and stand up, holding the rubber band with both hands in front of you. As we play a short audio, stretch your rubber band each time you hear a beep. The beeps will get faster, so be sure to pay attention and have fun!" [play two-minute audio] "Great job, everyone! That was a quick way to get our energy flowing. Please take your seats as we welcome our next presenter."*

- *Bingo Cards*: Each attendee is encouraged to write the names of attendees who match the phrases on their bingo card, without repeating any name on the same card
    - First three attendees to complete a card receive one-year free CCA membership
    - Materials: two versions of 3 x 2 bingo cards (sent to Executive Director to print)
- *Ask and Answer:* Attendees form a circle and toss a beachball with written prompts; each catcher reads and answers the prompt nearest their right thumb before passing it on
    - Alternatively, attendees take turns drawing prompts from a jar, reading them aloud, and responding together with their tablemates
    - Materials: beachball, marker, jar, slips of paper (depending on the version)
    - The following questions may be used for this activity:
        - *What is one word that best describes your counseling style?*
        - *What do you find most rewarding about being a counselor?*
        - *What book or podcast has most inspired you in your work?*
        - *What motivated you to pursue a career in counseling?*
        - *How would you describe your counseling philosophy?*
        - *How do you manage or cope with compassion fatigue?*
        - *What is one tip you received from a supervisor that has stayed with you?*

☐ **Prepare Script**: Add the sessions, presenters, sponsors/exhibitors, and raffle donors

- Confirm that each presenter's final proposal bio is preferred for introduction
- Delegate sections of script to committee members

☐ **Venue Confirmation**: Executive Director will liaise with the venue as needed

- Seek approval for wall displays if planning for an icebreaker activity that uses Post-its
- Review menu selections and follow up on allergy-friendly meal options

☐ **Organize Supplies**: Review, gather, order, and prepare necessary conference materials

- Most up-to-date registration list
- Attendance sheets for each session
- QR codes (with display stands) at each table for attendees to complete evaluations
- Flexible sticker nametags (and names of attendees printed on nametags)
- Region-specific circle stickers (distinct colors to represent regions and Telehealth)
- Maps displaying each color-coded region (place at registration and attendee tables)
- Printed copies of the script (one for each introducer and one to remain at the podium)
- Conference "swag" (e.g., cups) to gift the "first-arriving" attendees
- Centerpieces (e.g., clear trays, floral, candy)
- Icebreaker materials (e.g., bingo cards, poster paper, markers, large rubber bands)
- Raffle table items (e.g., book stands, QR code signage for mobile payment, cashbox)

OUTREACH TEMPLATES

This section provides email templates for outreach, with additional formal letters available for sponsorship and raffle donation requests.

Call for Proposals

SUBJECT: CCA's Call for Proposals

Dear Counseling Community,

The CCA is excited to invite licensed mental health professionals to present at our [Spring/Fall YEAR] Conference! We are seeking sessions on timely, engaging topics that will inform, inspire, and support attendees in their professional growth. Sessions that meet continuing education requirements may be given priority.

Click here to submit your proposal by [DEADLINE].

We look forward to reviewing your proposals and seeing you at the conference!

Thank you,

The CCA Conference Committee
Connecticut Counseling Association

Proposal Decision: Accepted

SUBJECT: Congratulations, Your Proposal Has Been Accepted!

Dear [Name],

Thank you for submitting a proposal for the Connecticut Counseling Association's [Spring/Fall YEAR] Conference. We are pleased to inform you that your session proposal has been **accepted** for inclusion in the upcoming conference program and kindly ask you to **complete the following**:

1. Confirm your acceptance of this invitation by replying to this email.
2. Review your initial proposal submission below and advise us of any revisions.

Once we receive your confirmation, we will add your session to the final program and register you to attend and enjoy the full day of conference activities.

We look forward to your presentation and appreciate your contribution to the conference!

[INITIAL PROPOSAL SUBMISSION]

Thank you,

The CCA Conference Committee
Connecticut Counseling Association

Proposal Decision: Virtual Workshop

SUBJECT: CCA [Spring/Fall YEAR] Proposal Submission Decision

Dear [Name],

Thank you for submitting a proposal for the Connecticut Counseling Association's [Spring/Fall YEAR] Conference. Due to the limited number of session slots available, we were unable to include your proposal in the upcoming conference program.

Alternatively, we would be pleased to offer you the opportunity to present your session as a **virtual workshop** at a later date. If you are interested, please reply with a few potential dates that work for you. Ideally, the selected date should be **at least 45 days** away to allow sufficient time for planning and promotion.

We appreciate your contribution to the field and hope to collaborate with you in the near future!

Thank you,

The CCA Conference Committee
Connecticut Counseling Association

Proposal Decision: Not Selected

SUBJECT: CCA [Spring/Fall YEAR] Proposal Submission Decision

Dear [Name],

Thank you for submitting a proposal for the Connecticut Counseling Association's [Spring/Fall YEAR] Conference. Due to the highly competitive selection process and limited number of session slots available, we were unable to include your proposal in the upcoming conference program.

While your session proposal generated interest, the committee noted areas where additional details or revisions could strengthen future submissions; please see below for recommendations

[FEEDBACK]

Thank you again for your interest and we hope this decision will not discourage you from submitting proposals in the future.

Thank you,

The CCA Conference Committee
Connecticut Counseling Association

Promoting Conference

SUBJECT: CCA Conference: Save the Date!

Dear Counseling Community,

You're invited to the [CONFERENCE TITLE], hosted by the Connecticut Counseling Association (CCA). This engaging, in-person conference will take place on [DATE] from [TIME] at [LOCATION].

[BRIEF DESCRIPTION FROM THE CONFERENCE PROGRAM].

What to Expect?
Earn up to 6 Continuing Education Clock Hours
Dynamic Educational Sessions
In-Person Networking with Colleagues & Experts
Committee Updates & Poster Presentations
Exhibitor & Sponsor Engagement
Delicious Hot Executive Meals
... and more!

Ready to Register?
Secure your spot by completing your online registration today!

Are You a Student Member?
Apply for a student scholarship to help defray the cost of attendance!

Not a Member of CCA?
Join today and take advantage of the best rates for conference registration!

We look forward to seeing you there!

Thank you,

The CCA Conference Committee
Connecticut Counseling Association

Call for Sponsors and Exhibitors

SUBJECT: CCA's Call for Sponsors and Exhibitors

Dear [NAME / ORGANIZATION],

The Connecticut Counseling Association (CCA) welcomes your partnership as a valued sponsor or exhibitor at our upcoming [Spring/Fall YEAR] Conference. This event joins counseling professionals, educators, and students from across the state and beyond for a full day of learning and networking. This year, the conference will be held on [Date], at [LOCATION].

Your sponsorship will directly support our mission to promote professional development, advocacy, and excellence in the counseling field. In return, your organization will receive meaningful visibility among a highly engaged audience of members who serve in a wide variety of settings, including schools, universities, hospitals, government agencies, private practices, and community centers.

We invite you to explore our sponsorship packages and register at your preferred level of support. Any non-profit organization may apply for a 25% discount off of any sponsorship option and can call 888-818-1110 to process this discounted rate.

To take full advantage of sponsorship benefits, please email all advertisements to CCA Executive Director, Karla Troesser, at cca_exec_dir@msn.com as soon as possible. If you have any questions, please feel free to contact us or visit our website to learn more!

We appreciate your support and look forward to the opportunity to partner with you!

Thank you,

The CCA Conference Committee
Connecticut Counseling Association
www.ccacounseling.com

[DATE]

RE: CCA's Call for Sponsors and Exhibitors

Dear [NAME / ORGANIZATION],

The Connecticut Counseling Association (CCA) welcomes your partnership as a valued sponsor or exhibitor at our upcoming [Spring/Fall YEAR] Conference. This event joins counseling professionals, educators, and students from across the state and beyond for a full day of learning and networking. This year, the conference will be held on [Date], at [LOCATION].

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To take full advantage of sponsorship benefits, please email all advertisements to CCA Executive Director, Karla Troesser, at cca_exec_dir@msn.com as soon as possible. If you have any questions, please feel free to contact us or visit our website to learn more!

We appreciate your support and look forward to the opportunity to partner with you for our upcoming CCA Conference!

Thank you,

The CCA Conference Committee
Connecticut Counseling Association
www.ccacounseling.com

Request for Raffle Donations

SUBJECT: CCA's Request for Raffle Donations

Dear [NAME / ORGANIZATION],

Following a successful [Spring/Fall] conference, the Connecticut Counseling Association (CCA) [Spring/Fall YEAR] Conference will be held on [DATE] at [LOCATION]. This event brings together counseling professionals, educators, and students from across the state and beyond for a full day of learning, networking, and professional development.

As part of the conference, we will host a Graduate Student Scholarship Raffle Table. Proceeds from the raffle provide scholarships that help graduate students in counseling programs reduce attendance costs for future conferences. Given the growing demand for mental health professionals, your contribution will have a lasting impact on emerging counselors and the communities they serve.

In recognition of your support, your organization will gain meaningful visibility among CCA members, who serve in a variety of settings, including schools, universities, hospitals, government agencies, private practices, and community organizations.

Any donation you can provide would be sincerely appreciated. Donations may be mailed to [ADDRESS], or we can coordinate a local pickup if more convenient. You are welcome to include promotional materials with your donation to showcase your services or products to conference attendees.

Please do not hesitate to contact us with any questions. On behalf of the CCA, thank you for your consideration and for supporting Connecticut's mental health professionals.

Thank you,

The CCA Conference Committee
Connecticut Counseling Association
www.ccacounseling.com

[DATE]

RE: CCA's Request for Raffle Donations

Dear [NAME / ORGANIZATION],

Following a successful [Spring/Fall] conference, the Connecticut Counseling Association (CCA) [Spring/Fall YEAR] Conference will be held on [DATE] at [LOCATION]. This event brings together counseling professionals, educators, and students from across the state and beyond for a full day of learning, networking, and professional development.

As part of the conference, we will host a Graduate Student Scholarship Raffle Table. Proceeds from the raffle provide scholarships that help graduate students in counseling programs reduce attendance costs for future conferences. Given the growing demand for mental health professionals, your contribution will have a lasting impact on emerging counselors and the communities they serve.

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Any donation you can provide would be sincerely appreciated. Donations may be mailed to [ADDRESS], or we can coordinate a local pickup if more convenient. You are welcome to include promotional materials with your donation to showcase your services or products to conference attendees.

Please do not hesitate to contact us with any questions. On behalf of the CCA, thank you for your consideration and for supporting Connecticut's mental health professionals.

Thank you,

The CCA Conference Committee
Connecticut Counseling Association
www.ccacounseling.com

CCA NEWSLETTER

This section offers templates to help the committee craft CCA newsletter announcements for pre- and post-conference.

Pre-Conference

We are pleased to announce the [Spring/Fall YEAR] CCA Conference, scheduled for [DATE], in [LOCATION]! This event offers a valuable opportunity to network, share expertise, and contribute to meaningful discussions within the profession. Licensed mental health professionals are strongly encouraged to submit presentation proposals by [DEADLINE], with priority given to sessions that meet continuing education requirements. Graduate students across all disciplines are also invited to submit poster presentation proposals by [DEADLINE]. In addition, the Conference Committee is actively seeking volunteers, both professional and student members, to help shape this informative, inspiring, and impactful event. Together, let's create a meaningful and engaging conference that both advances our profession and supports our counseling community! For more information, visit the CCA website at [WEBSITE] or email [EMAIL ADDRESS].

Post-Conference

The CCA's *[Spring/Fall YEAR] Conference: [TITLE]* was held on [DATE], at [LOCATION]. The CCA Conference Committee faced the challenging task of reviewing several well-crafted proposals and carefully selected the following four sessions to feature at the event:

- *[SESSION #1]*
- *[SESSION #2]*
- *[SESSION #3]*
- *[SESSION #4]*

This meaningful and inspiring gathering brought together professionals across disciplines to share knowledge, strategies, and personal experiences. The feedback from attendees was overwhelmingly positive, with participants describing these sessions as insightful, heartfelt, and with rich educational value. The presenters' expertise and emphasis on practical application were especially noteworthy, while the sharing of personal stories added a relatable and impactful dimension. A standout moment noted by many was [...].

In addition to positive feedback, participants offered thoughtful suggestions to enhance future events. We sincerely appreciate this input and are committed to incorporating many of these ideas in upcoming conferences. Additionally, the Conference Committee is actively seeking volunteers and encourages both professional and student CCA members to consider joining as preparations for the [Spring/Fall YEAR] conference will soon begin.

In closing, we extend heartfelt thanks to all who attended, presented, and supported the [Spring/Fall YEAR] Conference, making it an enriching and memorable experience. Special appreciation goes to our partner, *[NAME]*, for their valuable support. We wish you all a wonderful [summer/winter] break and look forward to welcoming you to our [Spring/Fall YEAR] Conference, scheduled for [DATE]!

CONFERENCE SCRIPT

7:00 am Set-Up (30 minutes)

7:30 am Registration Opens / Hot Executive Breakfast (30 minutes)

8:00 am Welcome (15 minutes)

Hello everyone, and welcome! My name is [NAME] and I serve as [TITLE]. I'm joined by [TITLE/NAME] as well as conference committee member [NAME]. On behalf of both the Connecticut Counseling Association and the Conference Committee, it is our pleasure to welcome you to [CONFERENCE TITLE].

We are grateful for your presence and participation today. We would also like to extend our sincere thanks to our sponsors and exhibitors for their generous support in making this event possible: [LIST SPONSORS AND EXHIBITORS]

At this time, please take a moment to locate the program placed at your seats. You'll notice that today's schedule includes several breaks, along with designated times to visit our exhibitors and view the graduate student poster presentations. We'll also break for a hot executive lunch, during which time brief updates will be shared regarding CMCHA and CACES.

At your seats, you'll also find bingo cards designed to help you learn more about others and share about yourself during today's conference. To add a little extra fun, the first three attendees to fill in their entire bingo card will be awarded a 1-year free CCA membership! We also invite you to explore our poster walls as another way to connect with fellow attendees and spark meaningful conversations!

As an NBCC Approved Provider, we are bound by the rules of NBCC and must be strict and consistent with the certification process. This means that we cannot issue certificates to attendees who do not follow the required process. To be eligible for a certificate of attendance, you must sign in and out of each session you attend as well as complete the online evaluation for each session by [DATE]. The CCA will email certificates within one month of today's event.

And, perhaps most importantly, the restrooms are located in [LOCATION].

Before we move on to the rest of today's exciting program, let's take a moment to recognize the Conference Committee for all their hard work. Would the members of the committee please stand? Let's honor their efforts by learning, connecting, and enjoying all that's in store!

8:15 am [SESSION #1]

Good morning! My name is [NAME], and I am [TITLE]. Before we begin, please make sure you sign in on the attendance sheet for this session, as this is required for obtaining your continuing education or "CEs."

And now, let's welcome our first presenter, [PRESENTER & BIO].

10:15 am Visit Graduate Student Posters & Conference Exhibitors/Sponsors

Thank you, [PRESENTER], for an incredibly fascinating presentation!

As a reminder, please sign out on the attendance sheet for this session as well as scan the QR code and complete the session survey by [DATE], as these are required for obtaining your CEs.

We'll now break to visit sponsors and exhibitors as well as view our graduate student poster presentations. We also encourage you to explore the poster walls and continue filling out your bingo cards as a fun way to network with fellow attendees. Our next session will begin at 11 o'clock.

11:00 am SESSION #2

Hello everyone! My name is [NAME], and I am [TITLE]. As a reminder, please make sure you sign in on the attendance sheet for this session, as this is required for obtaining your CEs.

And now, let's welcome our next presenter, [PRESENTER & BIO].

12:00 pm Hot Executive Lunch & Division/Committee Updates

Thank you, [PRESENTER], for an extremely informative presentation!

As a reminder, please sign out on the attendance sheet for this session as well as scan the QR code and complete the session survey by [DATE], as these are required for obtaining your CEs.

We'll now enjoy a hot executive lunch. During this time, we'll hear important updates from both CACES and CMHCA. We also encourage you to continue exploring the poster walls and filling out your bingo cards to network with fellow attendees.

[CACES / CMHCA Updates]

[Near the end of the lunch break]: Hello everyone! My name is [NAME], and I am [TITLE]. At this time, we would like to take a moment to thank our raffle donors for their support before announcing the winners of today's raffles! [DONORS]

Please take your seats as we welcome our next presenter.

1:00 pm SESSION #3

Good afternoon! My name is [NAME], and I am [TITLE]. As a reminder, please make sure you sign in on the attendance sheet for this session, as this is required for obtaining your CEs.

And now, let's welcome our next presenter, [PRESENTER & BIO].

2:30 pm Break (15 minutes)

Thank you, [PRESENTER], for such an interactive presentation!

As a reminder, please sign out on the attendance sheet for this session as well as scan the QR code and complete the session survey by [DATE], as these are required for obtaining your CEs.

We'll now take a break before our final presentation at 2:45 pm.

2:45 pm SESSION #4

Welcome back, everyone! As a reminder, please make sure you sign in on the attendance sheet for this session, as this is required for obtaining your CEs.

And now, let's welcome our final presenter, [PRESENTER & BIO].

4:15 pm Closing

Thank you, [PRESENTER], for such a liberating presentation!

As a reminder, please sign out on the attendance sheet for this session as well as scan the QR code and complete the session survey by [DATE], as these are required for obtaining your CEs.

And thank you all for attending the conference today! Please join me in offering a round of applause to our speakers, the conference committee, exhibitors and sponsors, and to all the participants who made today a success!