



**CAOT Conference 2017 Host Committee Report
(June 14, 2016)**

Committee Co-Chairs: Heather Cutcliffe, Manon Gallant
Subcommittee Co-Chairs: Heather Gauthier, Michelle Higgins, Yvonne Thompson, Colleen MacPherson, Katie Verhulst, Marilee Miller
Reporting Period: April 5 – June 14th, 2016
Report Prepared By: Heather Cutcliffe

SUMMARY OF ACTIVITIES:

- 1) **CAOT Conference 2016 – CAOT Conference 2017 Co-Convenors:**
 - a. Manned booth in Banff, supported by Mtgs & Conventions PEI who provided pop-ups, tourism materials and Cows chips
 - b. Met with co-convenors of 2016 conference for tips for Conference 2017
 - c. Participated in closing ceremonies – 350+, video went over well, tossed out 7 Tshirts with Conference 2017 logo on it
- 2) **CAOT Conference 2017 Steering Committee update**
 - a. Tourism PEI Hosting grant application submitted to contact; confirmation of site for social required before application can be formally reviewed
 - b. Call for papers prepared and will be circulated shortly
 - c. Insert promoting Conference 2017 drafted and sent to OT NOW editor
 - d. Discussions are currently focused on:
 - i. speakers for plenary and keynote address
 - ii. opening & closing ceremonies
 - iii. social events
 - iv. pre-conference workshops
- 3) **CAOT Conference 2017 Host Committee**
 - a. Michelle Higgins & Heather Gauthier confirmed as co-chairs of Social Subcommittee
 - b. First meeting June planned for June 20th

NEXT STEPS FOR HOST COMMITTEE:

- 1) Confirm other sub-committee chairs: Marketing (2), Volunteers (1), Accessibility (1)
- 2) Develop opening ceremony activities
- 3) Confirm “PEI plenary” participants/theme
- 4) Confirm social events (sites, entertainment, meals/refreshments, etc.)