

PROCEDURES FOR ORGANIZING
THE ANNUAL JUDICIAL STAFF CONFERENCE (June)

1. Verify dates of Judges Annual Conference.
2. February (or no less than 4 months prior to date of your conference): Set up meeting with the Training Coordinators for preliminary brainstorming
3. Review classes presented in previous years, determine what is required each year and any we may want to repeat due to popular demand (alternating years only)
4. Obtain permission for use of a courtroom as one of our classrooms, reserve use of other room(s). Best if use a courtroom for training particular to that setting.
5. Assign division of contacts to coordinators for presenters
6. Obtain available dates/times, bio, class title and brief description, IT needs or printing needs (we have laptop/ projector/ screen/ white board/ easels w/ post-it/ markers/ extension cords – if additional equipment needed, reserve it & arrange for setup/ testing)
7. Design brochure & registration form, coordinating times and tracks, class size limitations. Email draft to coordinators to proof
8. By May 5th email approved final draft as PDF to all courts: judges, ct admins and supervisors and also to each coordinator to email their appropriate staff.
9. Contact presenters and provide them w/ the confirmed date/time and room # of their class (room # subject to change). Check to see if they need directions to the court.
10. Input class titles, presenter & date/time of class on each worksheet in Excel spreadsheet “ConferenceRegistrationMaster”
11. Make individual folders for each class, include: contact information, bio of presenter, any handouts, copy of notes if available, copy of evaluations/summary: label for class folders “COJETfilelabels”
12. Input registration forms into Excel spreadsheet: ConferenceRegistrationMaster
13. Contact registrants only if any changes to their requests are required, otherwise if they don’t hear from you, they can assume confirmation of their requests
14. Set up meeting to finalize details for coverage for registration table, input of evaluations, IT issues and provision of beverages
15. Print certificates and evaluations for each class, use same color copies to facilitate recognizing cert/eval match when collecting certs & handing out evals. (most helpful when multiple classes are ending at the same time)
16. Print Classroom Attendance sheets to post at each door and beverage signs for coolers
17. Using Excel worksheet: collate evaluations & sign in sheets, individual copy to each presenter, copy of all evals/sign in sheets to coordinators & ct administrator
18. Send thank you letter to all presenters and coordinators, cc: ct administrator & their supervisor
19. Send “thank you for participating” email to all judges, supervisors, clerks and probation coordinators w/ final #'s
20. Have brief overview meeting with Training Coordinators to review conference and evaluations (while still fresh in your mind) in order to determine:
 - a. quality of presenters
 - b. whether the rooms used were best
 - c. how to improve for next conf
 - d. new training requests on evals
 - e. additional equipment needs/ IT issues