

CFMTA/FCAPM BIENNIAL Conference Handbook – Edition 2024

The Policies and Procedures of the CFMTA/FCAPM state the following regarding CFMTA/FCAPM biennial conferences:

1. The CFMTA/FCAPM Conference shall be held in odd numbered years in early July. The conference shall be hosted by a Provincial/Territorial Association or more than one Provincial/Territorial Association.
2. The CFMTA/FCAPM President and Program Assistant shall sit on the CFMTA-FCAPM Conference Committee and shall offer the assistance of CFMTA-FCAPM as required.
3. The maximum length for a CFMTA/FCAPM Conference shall be five (5) days with a three (3) day Conference (Wednesday to Saturday) being recommended.
4. Once the location of the Conference has been determined, the host Provincial/Territorial Association(s) shall submit a proposed budget to the CFMTA/FCAPM Finance Committee for approval. The proposed budget should include a \$10,000.00 unsecured interest free loan from CFMTA/FCAPM. This approval will be given within one month of the proposed budget being submitted with an email from the Chair of the CFMTA/FCAPM Finance Committee stating that approval has been given.
5. Upon approval of the Conference budget, the CFMTA/FCAPM shall provide the host with the \$10,000.00 unsecured interest free loan which shall be repaid in full once all financial matters of the Conference have been concluded.
6. The CFMTA/FCAPM Conference Chair shall consult with the CFMTA/FCAPM Finance Chair regarding the Jury Fees to be paid for the National Piano Competition.
7. The CFMTA/FCAPM shall provide the Scholarships for the National Piano Competition.
8. The CFMTA/FCAPM Conference Committee is encouraged to seek corporate funding for various aspects of the Conference.
9. The Provincial/Territorial Association(s) shall set up a separate bank account for the Conference.
10. The Conference Chair shall notify the CFMTA/FCAPM Treasurer once all financial matters concerning the Conference have been concluded. If, after the CFMTA/FCAPM loan has been paid, the Conference has made a profit, the Provincial/Territorial Association(s) is entitled to retain sixty percent (60%) of the profits while returning forty percent (40%) of the profits to the CFMTA-FCAPM. If the Conference has suffered a loss, the host Provincial/Territorial Association(s) is responsible for forty percent (40%) of the loss while the CFMTA/FCAPM will absorb sixty percent (60%) of the loss.

11. Expenses of the Conference Planning Committee may be reimbursed and deducted from the gross profit figures to determine the net profit of the conference. These expenses may include but are not limited to mileage, conference fees, meals, and accommodation. A loss may not be created or increased if these expenses are reimbursed.
12. If the CFMTA/FCAPM Conference Fund shows a balance of \$20,000.00 or more, the surplus monies may be directed to other CFMTA/FCAPM Projects upon approval of the Finance Committee and subsequently the Board of Directors
13. Officers of the CFMTA/FCAPM shall attend all the CFMTA/FCAPM Conferences. Upon the presentation of receipts the CFMTA/FCAPM shall reimburse expenses for:
 - a. 100% of the accommodation costs for the nights of the Conference
 - b. 100% of the meal costs for the days of the Conference
 - c. 100% of the travel costs for the days of the Conference
14. The Awards and Competitions Chair must attend all the CFMTA/FCAPM Conferences. Upon presentation of receipts the CFMTA/FCAPM shall reimburse expenses for:
 - a. 100% of the accommodation costs for the nights of the Conference
 - b. 100% of the meal costs for the days of the Conference
 - c. 100% of the travel costs for the days of the Conference
15. The Conference Resource Person shall attend the Conference on which they were consulted. Upon presentation of receipts the CFMTA/FCAPM shall reimburse expenses for:
 - a. 100% of the accommodation costs for the nights of the Conference
 - b. 100% of the meal costs for the days of the Conference
 - c. 100% of the travel costs for the days of the Conference
16. The Conference registration fees for the Officers of the CFMTA/FCAPM, the Awards and Competitions Chair, the Conference Resource Person, and the Conference Chair shall be waived. This fee is absorbed by the Conference Committee. If meals are included in Conference registration fees, CFMTA/FCAPM will cover the cost of the meals.
17. For the CFMTA/FCAPM Program Assistant, all meeting expenses are paid by CFMTA/FCAPM but conference expenses are not.
18. The CFMTA/FCAPM fiscal policy for Conferences shall be outlined in the CFMTA/-FCAPM Conference Handbook
19. Apprise the CFMTA/FCAPM President and Finance Chair of financial arrangements between the Conference Committee and the Awards and Competitions Chair regarding clinicians' and jurors' travel costs, before contracts are signed.
20. Meeting Room & Adjudicator Contracts must only be signed after consultation and agreement with the CFMTA/FCAPM President, Finance Chair, Treasurer, and the Conference Committee. Copies of the contracts will be forwarded to the Secretary and Treasurer for filing.
21. All files regarding the conference must be forwarded to the Secretary after completion of each conference.

22. Conference Chairs are to work with the Translation Committee to determine priorities of translation into French. All files should be submitted for translation at least three (3) weeks prior to when needed.
23. Conference Chairs are to work with the Awards and Competitions Chair and the Public Relations & Marketing Chair to prepare National Piano Competition posters-
24. Conference Chairs are to work with the Public Relations and Marketing Chair to prepare and distribute press releases and promotional material.
25. Conference Chairs are to provide timely updates for the CMT, the CFMTA/FCAPM website, the CFMTA/FCAPM Social Media Chair and/or a link to their own conference website. The CMT editor should be consulted early in the planning regarding submission deadlines for magazine updates.
26. Research Papers and presentations are a recognized feature of a professional conference and the quality of research that it attracts is important to the professional development of our teachers.
 - a. The Conference Planning committee should consider including a call for research papers when deciding on a program, for either poster presentations or a shorter session.
 - b. It would be up to the planning committee to decide whether or not any of the research papers submitted would be part of the conference program

PLANNING THE CONFERENCE

Mandate

To plan and present a conference that supports teaching and performance, while offering professional growth and networking opportunities for teachers and musicians.

Conference dates

- Conferences are held in conjunction with the Annual Board of Directors Meeting of the CFMTA/FCAPM, usually in early July.
- Generally, the conference would start sometime on Wednesday or Thursday and end on Saturday night.
- Timing should be discussed with the President of CFMTA/FCAPM before announcing dates.

Committee makeup

The Committee should be comprised of enough people to cover the following positions – (positions can be combined as needed)

- Chairperson
- Secretary

- Treasurer
- Trade Show Coordinator
- Website Development and Maintenance
- Registrar
- Extra Events Coordinator (e.g. Opening Night Concert, other concerts included in the conference)
- Banquet/Entertainment Coordinator
- Liaison between the Committee and Adjudicators/Clinicians as needed
- Committee members may form sub-committees as needed
- The President and Program Assistant of CFMTA/FCAPM are also ex-officio members of the committee, acting as liaisons between the planning committee and CFMTA/FCAPM
- The Conference Resource Person is available for the committee to advise and consult, and may be included in meetings when required

Venue

- **Important Note:** A meeting room and hotel rooms for the delegates must be reserved for the CFMTA/FCAPM Board of Directors meeting held just before the Conference. The CFMTA Secretary will be responsible for catering the Board meeting and will need the appropriate contact information. All accounts for the Board of Directors meeting are to be kept separate and not paid by the Conference committee.
- The venue should be booked well in advance of the conference. Depending on the location of the conference, this may have to be done a few years in advance
- The location should provide easy access from airports, ferries (where applicable), highways, and any conference events held offsite
- Check that the type of facilities required by the conference, including the size of the meeting rooms, banquet hall and concert facilities are adequate and available
- Consider the ability to move in pianos and other equipment
- Catering facilities should be efficient and reputable
- Consider general space for moving around, such as large hallways or foyers
- Other important considerations include lighting, air quality, noise control, overall cleanliness and visual appeal both inside and out
- Accommodations within the venue should be convenient to the conference space
- Accommodations should be reasonably priced – should a hotel be chosen for the conference, consider if there are other accommodations in the immediate area for alternate choices
- There should be a written contract at the time of booking a venue for the conference. This will include the prices of the venue facilities, catering costs, deadlines for reservations, meal numbers, gratuities and other taxes that will be included in the price. Be sure that the prices are not subject to change. Room rates along with minimum booking levels will be included if the conference is at a hotel. A deposit will be needed to hold the facility for the dates you require.
- Ensure that the time period covered by the contract includes rehearsal time and space for the competitors in any competitions being held during the conference.
- The contracts are legally binding – be sure all terms and conditions have been checked carefully before signing

- Audio/Visual Needs – refer to the **Audio/Visual** section for more information

Theme/Logo

- A theme and conference logo should be developed very early in the planning process
- The conference logo should be used in all conference communications/signage along with the CFMTA/FCAPM logo – this provides consistency and easy identification (branding)
- Once the theme and logo have been decided on, website development should begin

Competition(s)

- Each CFMTA/FCAPM Conference includes a **National Piano Competition** for which the responsibilities and costs are shared by CFMTA/FCAPM and the Conference
- When considering the addition of master classes for the competition competitors with the judges, discussions should be held with the Awards and Competitions Chair well in advance of the application deadline. This will ensure that all competitors are aware of this prior to applying for the competition.
- While the responsibility for running the piano competition rests with the Awards and Competitions Chair, the conference is responsible for arranging the following:
 - Venue for the competition – this includes the semi-final and final rounds of the competition
 - Judges (3) for the competition
 - Accommodations/food and travel for the judges
 - Recently tuned pianos for both rounds of the competition as well as for rehearsal times
 - Rehearsal time and space for the competition piano
 - Sound system and podium
 - Printing and sale of tickets
 - Printing of the programs
 - Advertising of the final round of the competition to the public
 - Volunteers – see comments under **Volunteers** for details
 - Inclusion of Competitor details (repertoire lists, bios, and photos) in the conference program and other signage as determined by the planning committee and Awards and Competitions Chair
- As the judges often act as clinicians and performers during the conference, costs for the venue, accommodation and travel for the judges are shared between CFMTA/FCAPM and the conference. Refer to the **Finance Section** below for more information.
- Fees for the judging of the competition are paid by CFMTA/FCAPM – the current fee for this service should be confirmed with CFMTA/FCAPM prior to contact with the judges.
- See comments under **Finances** for further details regarding coverage of competition costs.
- **Photo Releases** must be obtained from each of the judges.
- **Special competitions** (e.g. Roland Tech Teacher) may be held at the conference at the discretion of the planning committee. All planning and costs associated with these extra competitions are the responsibility of the conference planning committee-

Clinicians/Presenters

- One of the most important aspects of a successful conference is the quality of the planned events. The choice of clinicians directly affects the interest, and therefore, the attendance at the conference.
- Photo Releases must be obtained from the clinicians/presenters
- In addition to judging the piano competition, the judges for the competition will often act as speakers, performers and/or master class clinicians. Costs for these services are borne by the conference.
- Clinicians other than the judges can be selected either by issuing a call for proposals (see **Conference Schedule and Sessions** for more information), by direct invitation or a combination.
- Things to consider include:
 - Reputation – confer with those who have previously engaged the presenters. Their opinions may influence your choices
 - Any costs that may be incurred in bringing special (e.g. keynote speakers) clinicians to the conference including travel, accommodation/food and any fee that may be charged by the clinician
 - Ensure that the subject matter of the presentation(s) coincides with the overall theme of the conference, will interest the probable attendees and will be stimulating
 - Should the need arise, local clinicians can be engaged to round out the conference schedule
- Begin a master plan of the conference program to be developed and filled in as progress is made in selecting session presenters

Conference Schedule and Sessions

- The conference schedule should be available (on the conference website) as close to the Early Bird Registration Deadline as possible
- A print version should be included in the subsequent issue of the CMT Magazine
- The final schedule will contain information pertaining to times/places/subject/presenters along with the schedule for the Piano Competition, Optional Second Competition, Special Competitions (if applicable), Trade Show location/hours and other special events (e.g. Concerts, Banquet etc.)
- Ensure that adequate time is built into the schedule to allow for breaks (including lunch, set up/take down/audio visual changes between sessions) and time for attendees to ‘shop’ at the Trade Show
- Dedicate a specific time to the Keynote Speaker, OR if including the keynote address with a meal, ensure that adequate time is allotted in the schedule so neither the meal or address is rushed
- It should be noted that the CFMTA/FCAPM Board typically meets on the day prior to the first full day of the conference. (e.g. – if the conference is scheduled for Wednesday p.m. to Saturday night, the Board would meet on Tuesday and Wednesday morning)
- Typically the CFMTA/FCAPM Recognition Event is held as part of the conference following the-Board meetings. This would normally be on Thursday. The inclusion of this event should be confirmed well before the schedule is developed. If the conference planning committee decides to include a lunch, this event will also impact the budget with respect to ticket revenue and catering costs.
- ***Piano Competition*** - Rehearsal time and space is typically scheduled for the day prior to the start of the Semi-Final round with a brief, specified amount of time on the Competition

piano scheduled for the morning of the Semi-Final Round. Additional details would be coordinated with the Awards and Competitions Chair

- **Sessions**

- Call for Proposals

- This can be an effective tool in creating a large pool of interested parties who will submit proposals that coincide with the theme of the conference. These presenters would be volunteering their services to the conference and would typically pay their own costs.
- Should a *Call for Proposals* be issued, clear parameters and deadlines are required, including but not limited to: Subject matter to coincide with the conference theme, submission requirements (e.g. format, information needed etc.), submission time frame (to be determined by the planning committee - e.g. May 1 to November 1 of the year prior to the conference year) with a **deadline for submissions specified in the time zone where the conference is located**, bios, audio/visual needs.
- Pre-recorded sessions should be an option in the *Call for Proposals* to boost registration income.
- All contact with presenters should be with the same committee member to provide consistency, starting with acknowledging receipt of each proposal and, if necessary, requesting additional information or clarification of the proposal's content
- A meeting of the planning committee, or a sub-committee, following the closing date for submissions is needed to review the submissions.
- Once decisions are made, contact should be made with all presenters whether the proposal is accepted, not accepted, or to be kept on a waiting list
- Clear deadlines for presenter acceptance/non-acceptance need to be established
- Recording sessions is encouraged to allow conference delegates the opportunity to view sessions they may have missed, especially as the semi-finals are held concurrent to the sessions. Appropriate permission needs to be secured from session presenters.
- If the conference will be in hybrid format, presenters should be aware of this early on, and appropriate permission secured to live-stream their session

- Call for Research Papers

- A Call for Proposals may include an invitation to submit research papers.
- Research papers, are a recognized feature of professional development and the quality of research that it attracts is important to the professional development of our teachers.
- The Conference Committee would decide whether or not any research papers would form part of the conference program or as poster presentations.
- If research papers are included, consider making these presentations of 25-30 minute length in the schedule

Finances/Budget

- One of the most important aspects of planning the conference is the operating budget for the conference

- The budget should include all anticipated sources of revenue including the \$10,000.00 start-up loan from CFMTA/FCAPM
- The budget should include all anticipated expenses including those to be covered by CFMTA/FCAPM and the repayment of the \$10,000.00 start-up loan from CFMTA/FCAPM.
- A separate bank account shall be set up by the Conference Committee with a minimum of two (2) signing officers required
- The Preliminary budget should be submitted to the CFMTA-FCAPM Finance Committee Chair for approval at least eighteen (18) months (earlier if the CFMTA-FCAPM loan is needed to cover deposits or other costs) prior to the start of the conference. Approval will be received by the planning committee within one (1) month with an email from the Chair of the CFMTA/FCAPM Finance Committee.
- The Preliminary budget will form the basis for monitoring the financial progress of the conference. As actual figures become available, they should be inserted into the budget. The resulting document will be a blend of both confirmed and unconfirmed amounts (i.e., the budget and resulting documents are a fluid/changing document). The budget should be reviewed and communicated to the planning committee regularly.
- The preliminary budget does not usually include items like coffee breaks or other extras. These would be added after the conference reaches the break-even level. Care should be taken not to proceed too rapidly with adding extras as there are always unexpected expenses – either budgeted amounts were insufficient or unanticipated expenses come up.

- **Revenue** categories should include the following:
 - Registration Fees – based on a minimum number of registrants – usually around 125 full Early Bird Registrations, with approximately 30 later registrations
 - Trade Show fees
 - Vendor Showcase fees
 - Ticket sales for events not included in the registration fee, and individual ticket sales (ex. Competition Final Round) if offered at the discretion of the planning committee
 - Donations – generally these would come from the Provincial Associations, or from members of the host association should the committee ~~to~~ decide to solicit funds to help support the conference
 - Advertising revenue (generally from the conference program)
 - CFMTA/FCAPM loan
 - Sponsorship – this category would be added as sponsorship levels became confirmed
 - Grants – the committee is encouraged to explore civic, provincial/territorial, or federal support wherever possible

- **Expense** categories should include the following:
 - Facilities
 - Space – meetings, sessions, competition, banquets etc.
 - GST on Space
 - Audio Visual Costs – see **Audio/Visual** section for more information
 - WIFI for the conference area
 - Judges
 - Fees
 - Fees for judging the National Piano Competition are paid by CFMTA/FCAPM (July 2025, \$1200 per judge)

- Any other services the judges perform during the conference are paid for by the conference
 - Ensure that all taxes (GST) are included in your calculations
 - Adjudicators should be made aware that they will be contacted by the CFMTA Treasurer to complete a "Personnel Records Information" form which includes their Social Insurance Number. This is required by the Canada Revenue Agency. Completed forms must be received before any monies are paid out.
- Travel
 - Travel expenses for the judges are split between CFMTA/FCAPM and the conference on a prorated basis – usually based on time used during the conference – a normal split is 50/50
- Accommodation
 - Accommodation for the judges is split between CFMTA/FCAPM and the conference on the following basis:
 - 3 nights: Night prior to the National Piano Competition semi-final round, night of the semi-final round and night of the final round is paid by CFMTA/FCAPM
 - Any other accommodation is paid for by the conference
 - Strongly consider providing a **hospitality room** for the exclusive use of the judges for breaks, or respite during the conference. This would be located close to the competition. Snacks, water etc. would be provided. This cost would be covered by the conference.
- Food
 - A per diem amount is provided for the judges by CFMTA/FCAPM for the day of the semi-final round and the day of the final round as stated in their contract
 - Should the planning committee decide to increase the per diem amount, the increase would be covered by the conference
 - All other food costs are the responsibility of the conference
- Pianos
 - Moving, tuning
 - Insurance
 - Platform costs – a raised platform of sufficient strength to support the competition piano is sometimes necessary to acquire from an outside source
NOTE: if a local business is providing pianos for the conference, consider a sponsorship agreement which could include the above costs being covered by the business
- Other Clinicians
 - These would be invited, paid clinicians (e.g. keynote speaker(s))
 - Fee/Honoraria (including GST)
 - Travel – if applicable
 - Accommodation - if applicable
- Hospitality/Administration
 - Liability Insurance

- Be sure to check with the venue to determine the level of liability that would be covered by their policy
 - Ensure that there is adequate insurance for the duration of the conference
 - Printing – this can be split to reflect the costs of printing various items – e.g. conference programs, concert programs
 - Program – conference program costs may also include a fee for the design and layout of the program
 - Website – development and maintenance
 - Website – domain fees
 - Registration costs including:
 - Stationery
 - Computer printer ink
 - Name tags
 - Online registration costs (e.g. PayPal, Stripe)
 - Catering Services - There is usually a minimum amount that will be included in a hotel contract
 - Ensure that the terms of this are fully understood
 - It should be noted that GST is calculated as: $(\text{Amount} + \text{gratuity}) \times \text{GST rate}$
 - There will be deadlines to carefully monitor final numbers for meals and coffee breaks included in the conference
 - Conference 'goody' bags – often this will be covered by a sponsor as part of a contract
 - Advertising/Publicity
 - Signage
 - Banking fees
 - SOCAN fees
 - Generally included in the final invoice from the venue but should be included in the budget as a separate amount
- Banquet
 - Decorations
 - Favours
 - Entertainment – if applicable
- Trade Show
 - Set up/take down
 - Venues generally provide the names of Trade Show companies for the set up and take down of the trade show
- CFMTA/FCAPM loan repayment
- Photography
 - This is usually an honorarium amount
 - Work with the CMT editor to determine what kind of photos should be considered
- Special Events – including the Opening Night Event
 - Venue
 - Performers

- Liability Insurance – this would be necessary if the event was offsite from the conference venue
 - SOCAN fees – this would be necessary if the event was offsite from the conference venue
 - Instrument costs if applicable
- **Other**
 - Planning Committee Expenses - Should there be sufficient funds at the close of the conference, consideration should be given to reimbursing expenses incurred by the conference planning committee. These could include mileage, conference fees, meal/accommodation costs, long distance phone calls etc. It should be noted that a loss may not be created or increased by these reimbursements

Sponsors

- Corporate sponsorship for various events or aspects of the conference should be strongly considered.
- Sponsorship can take different forms – from direct cash infusions (with or without reciprocal benefits), reduced fees on offsite facilities, to in kind sponsorship covering costs of items such as pianos for the piano competition (anything from partial to total costs involved including moving, tuning and insurance)
- Contracts should be drawn up that clearly describe what is being offered by both the sponsor and the conference
- All sponsorship offers regarding the National Piano Competition should be discussed directly with the Awards and Competitions Chair

Registration/Fee Structure

- Must be online through the conference website with a method of payment available online as well (e.g. PayPal – costs for this should be included in the budget)
- Forms can also be made available on the website for download and in the CMT Magazine for those registrants desiring to submit their registration via the postal system.
- Valid Registrations should include
 - Photo release
 - Permission to have information sent via email to be in compliance with the Anti-Spam Legislation
- Deadlines for registering
 - Generally three or four deadlines: Early Bird, Second deadline with an increase in the fee, Third deadline with a second increase in the fee etc.
 - If offering online attendance, that fee would generally be lower than the Early Bird rate, and might not include all conference sessions and events – eg., competitions, keynote speaker, gala concert. This is done to encourage in-person attendance
- Ensure that the Early Bird fee will cover the fixed costs of the conference along with any meals that will be included in the conference fee. Whether or not any meals are included with registration is a decision best left to individual conference committees as there are many pros and cons to consider. The following list is not exhaustive. **Pros:** venue/hotel may reduce room costs if meals are included, delegates may find it convenient; **Cons:** last minute attendees might not be included depending on catering deadlines, including meals results in a higher registration fee (i.e., delegates might want to eat more economically)

- Coffee Breaks are usually added on after break even has been achieved
- Consideration may be given to offering the National Piano Competition competitors a registration package for the conference. This could range anywhere from a full complimentary registration to portions as the planning committee decides
- It should be noted that conference fees are waived for the Conference Chair, Officers of CFMTA/FCAPM, the Awards and Competitions Chair, and the Conference Resource Person

Advertising in CMT Magazine

Regarding placing of CFMTA conference ads and informational pages in Canadian Music Teacher magazine:

- a) 2 years ahead: To start promoting, in the Fall issue, the upcoming conference with a one-page insert – insert to be designed and produced by conference committee.
- b) To then place up to 2 pages in the subsequent Winter and Spring issues (more can be added if there is room available). These pages can consecutive or single pages placed in different parts of the magazine – page(s) to be designed and produced by conference committee.
- c) 1 year ahead: For the following three issues (Fall – Winter – Spring) place up to 4 pages (more can be added if there is room available) - pages to be designed and produced by conference committee.
- d) After the completed conference – up to 6 pages will be used in the Fall issue after the conference, to give an overview and to highlight. This will include articles, responses from attending members, etc. Any photos used will be supplied by the conference committee – pages to be designed and produced by the editor of the CMT.
- e) Total pages available to the conference over the two-year period – 23.

Trade Show

- Space for the trade show should be located as close to the conference meeting area without intruding on it. It should be easily accessible and visible to attendees as they move through the conference area. Having the coffee breaks in close vicinity to the Trade Show is recommended to increase traffic to it.
- Generally the conference will provide the space and some of the furnishings. Ideally, fees charged for the trade show would cover the costs of setting it all up and possibly generate income. Sponsorship agreements may also include space in the trade show.
- Vendors would be responsible for additional services they desire (e.g. electrical outlets or hard wired internet) and should be referred to the appropriate source (i.e. trade show company or venue)
- Offer Showcase opportunities for vendors at an additional cost. Schedule these so they don't conflict with sessions or workshops
- Consider a Trade Show 'coupon book' to increase attendance during the conference
- Consider advertising the Trade Show to non-conference attendees in the host community
- Long-time conference vendors should be invited to participate. This includes, but is not limited to, Royal Conservatory of Music, Conservatory Canada, Canadian National Conservatory of Music, Long & McQuade, Debra Wanless Music, Red Leaf Piano Works, Ultimate Music Theory, Music for Young Children.

Audio/Visual

- Strong consideration should be given to creating a hybrid conference, i.e., providing in person and online attendance options. A dedicated team with technological experience and expertise would be necessary to achieve this
- Live-streaming and recording of sessions can present logistical challenges but they boost registration.
- Future conferences are encouraged to record at least 25% of their sessions. These would remain available online for a specific amount of time following the conference.
- Some sessions will be posted to the CFMTA/FCAPM Video Library on the CFMTA/FCAPM website. The Professional Development Chair will contact the Conference Chair regarding the contact information of these session presenters. The sessions to be recorded and added to the Video Library will be decided in advance of the conference.
- Venues usually have an in-house audio/visual department (sometimes an independent company)
- Make sure that the CFMTA/FCAPM Secretary has the contact information for the audio-visual company so that audio-visual needs for the Board of Directors Meeting are kept separate.
- Prior to submitting the Preliminary Budget for approval obtain a preliminary quote for the audio/visual costs
 - The supplier very often will have a good idea of what is required
 - Confer with the Awards and Competitions Chair to ensure that the needs of the National Piano Competition are met
- Ensure that there will be sufficient staff/volunteers readily available to deal with any situations as they arise during the conference
- Continue to confer with the audio/visual people as needs change and become clearer during the planning process

Advertising/Publicity

- Confer with the editor of the CMT Magazine regarding space available and deadlines
- Confer with CFMTA/FCAPM Webmaster regarding updates
- Confer with Social Media Chair - Online and social media
- Confer with the CFMTA-FCAPM Public Relations and Marketing Chair
- Conference Website
- Direct email contact with Provincial Presidents as necessary
- Provincial Magazines and websites
- Venue – there may be opportunities here as well
- Host province/territory or city's 'summer events' listing

Contracts

- Contracts with the National Piano Competition judges should be reviewed by the Awards and Competitions Chair and Finance Committee
- Contracts should include participants, date(s), time(s), location(s), fees, travel/accommodation/food costs that will be covered and any extras
- Extras could include a ticket to the final banquet

Volunteers

- Registration Desk

- National Piano Competition
 - Refer to the CFMTA/FCAPM Policies and Procedures for the list of positions
 - Confer with the Awards and Competitions Chair to determine what volunteers will be provided by the conference
 - Door monitors
- Session Facilitators
 - These are people who will introduce and thank the session clinicians/presenters. A list of 'talking points' should be provided to each person who agrees to be a facilitator
 - Draw from the list of CFMTA/FCAPM Officers and delegates, members of the host association, and individuals from the community
- Volunteers are necessary to smoothly run a conference however, care should be taken to streamline volunteer duties wherever possible. Eg., door monitors may only be needed for competitions or masterclass venues, not for spoken presentations.
- Thank you notes should be sent to all volunteers following the conference.

Conference Planning Suggested Timeline

At the conference 2 years prior

- be prepared to promote, in a general sense, the city/province that will be hosting the next conference. Try to create excitement for attendees to plan to come to the next conference.
- If possible, have a theme and logo ready

18 months prior

- prepare preliminary budget for CFMTA approval
- draft a schedule of events
- research grant applications as some have deadlines more than a year ahead of your event
- begin website development and add content as it becomes available
- secure venue
- begin contacting possible Trade Show participants to gauge interest, or possibly secure participation
- approach businesses for sponsorship, eg., pianos supplied for conference

15 months prior

- prepare Call for Proposals so it's ready to include in May CMT issue (assuming deadline to submit proposals is the November immediately prior to conference)
- check on ad swap with the Music Teachers' National Association (MTNA) to provide them the Call for Proposals and conference website address
- establish a refund policy in case it's necessary

12 months prior

- promote in more detail the next in-person conference during the online professional development days in July
- secure adjudicators and include names in Fall CMT issue conference promotion
- approach CFMTA provincial and territorial presidents for financial support

9 months prior

- CMT Winter issue should include paper registration (if that is still done) as the next issue will probably not be in members' hands until after an Early Bird deadline

6 months prior

- Call for Proposals closes, sessions are chosen, presenters are contacted
- Prepare a final schedule which includes the phrase "Subject to change" on it somewhere!
- CMT Spring issue should have the final schedule, and possibly a paper registration
- Include a notice in Of Note

3 months prior

- Begin recruiting volunteers
- Keep an eye on catering deadlines so they don't slip past you
- Include featured speakers/workshops in Of Note (4, 3, 2 and 1 month before event)
- Watch the registrations start rolling in and – HANG ON for the wild ride to the finish line