



Get Ready for CTRA 2012!!

Special points of interest:

- The CTRA Conference Planning Committee needs YOU!
- There are many ways for you to contribute to the success of the conference.
- Review the subcommittee descriptions on the following page and contact us for more information.

SAVE THE DATE

June 13-15, 2012

In Halifax!

Do you have what it takes?



Conference Planning may sound like a daunting task but it is a great opportunity to use your strengths and acquire a new type of planning skill.

Next year, TRAAC and NSRPH will be co-hosting the *Canadian Therapeutic Recreation Association* conference. We are excited for this partnership opportunity and want to see representation from our members to assist in the planning.

This is just a brief introduction to the three sub-committees responsible for the execution of our national conference. If you are

interested, and we certainly hope that you are, and you are willing to commit at least 8 to 15 months, we invite you to send an email to CTRA2012@gmail.com indicating your area of interest.

We will then provide the planning manual for your review. This document further details the responsibilities of each chair and the committees.

Hope to hear from you soon!

Crystal Watson and
Coleen Lawlor,
Conference Co-Chairs



Thinking back to CTRA 2006...

In May 2006, Halifax welcomed over 200 delegates for CTRA's 10th Conference. The theme was Building Bridges: Connecting the Profession!

Over 40 sessions, 2 preconference sessions and 5 poster presentations were offered. Dr. Susan "Boon"

Murray was one of two pre-conference presenters and keynote speaker.

Dr. Norma Stumbo also joined us here in Halifax for a preconference session.

Wow!

What a conference it was...



Program Planning Chair and Committee

Additional points of interest:

- **Committee Chairs** are responsible for reporting back to the Conference Co-Chairs
- **Conference & Committee Chairs:**
- **Coleen Lawlor and Crystal Watson** (Conference Co-Chairs)
- **Rhonda MacLean** (Chair, Local Arrangements)
- **Shelley Smith** (Chair, Program Planning)
- **Gary Comeau** (Budget and Finance)
- If you are interested in participating, please contact one of the chairs as soon as possible. The conference planning manual will be forwarded

The Program Planning Chair and Committee are responsible for planning the educational program including plenary sessions, preconference (s), and concurrent sessions. They ensure that the format of the conference is maintained which includes a number

of key areas including social gatherings, the educational components, Board meetings, site tours. The Program Planning Committee will ensure the development of all information pertaining to the conference for Publicity including a Call for

Proposals for sessions including a research forum. Express your interest to:

ShelleyA.Smith@iwk.nshealth.ca



Local Arrangements Chair and

The Local Arrangements Chair and Committee are responsible for organizing the facilities and accommodations, registration, special events and entertainment and so much more. This committee will work to ensure that there are a variety of

exhibitors present for delegates to peruse. Hosting the conference is an opportunity to showcase our home town and so arranging social events and tours will be a key task for this committee along with identifying an official airline. The committee

will generate publicity for the conference and promote the great sessions through the conference publications. Express your interest to:

Rhonda.Maclean1@gmail.com

Budget and Finance Chair and Committee

All of the sub-committees pay a vital role in the conference but to ensure that it all falls together is the responsibility of the Budget and Finance Committee. The bills must get paid. The Budget and Finance Chair will monitor all of

the financial transactions related to the planning and implementation of the conference. The duties are vast and will include working with the conference co-



chairs to develop a budget, track all income and expenses, determine fees for the registration and events. They will also maintain accurate financial records.