

1. Description of Project

The COCA National Conference allows students involved in campus organizations to participate in a number of professional development and educational sessions. These include sessions on programming, marketing, risk management, budgeting and many others. It also provides several opportunities for networking with other student programmers, artists and professionals from post-secondary institutions across the country. As members of Waterloo Team Feds, this conference would allow us to explore new ideas that will enhance future events we bring to uWaterloo students.

2. Promotion of Project

Upon our return, these ideas and other educational material would be presented to the rest of the team responsible for planning, organizing and executing special events for the upcoming school year. Attending the COCA National Conference will help us discover more effective ways to plan events for University of Waterloo undergraduate students, increasing their cost-effectiveness and overall benefit. And in the end hopefully will increase overall school spirit.

3. Itemized Budget

Budget for COCA 2012 - 21st June - 27th June 2012					
Item	Cost	Participants		Total	
Conference Fee	\$ 536.75	4	\$	2,147.00	
Accommodation	\$ 600.00	4	\$	2,400.00	
Extra Travel Expenses			\$	250.00	
Meals	\$ 250.00	4	\$	1,000.00	
			\$	5,797.00	

4. Participants

Participants for COCA 2012 - 21st June - 27th June 2012

Name	Student ID	Program
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5. Timeline of Project

Leave on June 21st and come back on June 27th.

Simplified Schedule of Events:

Thursday, June 21st –Registration

Friday, June 22nd – Orientation, Showcase #1

Saturday, June 23rd – Education Sessions #1 and #2, Showcase #2

Sunday, June 24th – Education Sessions #3 and #4, Showcase #3

Monday, June 25th – Education Sessions #5, Awards banquet, Comedy Showcase

Tuesday, June 26th – Education Sessions #6, DJ Showcase