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|  | **Title:** | Conference Committee report |
| **From:** | Kathleen Douglass |
| **Date:** | May 2, 2017 |

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| **To**: | **The Zonta International District 4 Board** |

**Purpose of the report** (please mark as many as applicable):

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| X | For Information |  | For Discussion |  | For decision |

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| **Facts (Information)**  This section can contain activities since the last report, factual information to be brought to the Board regarding issues from Clubs or from Committees, other matters.  If the report is a follow-up to a previous report, refer to the date, title, and decisions of the previous report. | |
| |  |  |  | | --- | --- | --- | | **Initiative** | **Specific Actions** | **Highlights/Challenges** | | Conference planning | Registration, promotional page and hotel information on website |  | |  | Workshops to be finalized |  | |  | Marketing / communications / sponsorship activities are in full swing |  | |  | Call to conference presented at Area workshops |  | | **Comments** |  | | | |
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| **Motion**  This section includes the motion (s) if any for the Board to discuss and vote on. |  |
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| **Rationale**  This section includes the rationale of the motion |  |
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| **Evaluation (Discussion)**  As board member, and voice of Clubs and committees, express the pros and cons of the motion (s) presented.  Please be clear about:   * The challenge the proposal addresses * Stakeholders who will benefit and how * Added value to Zonta |  |
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| **Supporting Documentation**  List any attachments to be considered as part of this report. |  |