

AGIC 2016 Conference Committee Meeting Notes
Wednesday, October 19, 2016
10:00 am

In Attendance:

Cheryl Thurman (phone)
Curtis Pulford
Jami Dennis (phone)
Jenna Straface
Jennifer Psillas (phone)
Kevin Blake
Leila Gass (phone)
Melissa McGehee (phone)
Nicole Funicello
Seth Franzman
Shawny Ekadis (phone)
Steve Whitney
Tim Colman
Tony Maslowicz

General Coordination:

- Leadership transition for conference planning and operation –
 - We are looking to transition the roles that Steve Whitney, Jami Dennis, and Shea Lemar are now filling to others.
 - Those roles will be identified from the planning spreadsheet and compartmentalized so that ideally a more team approach can be taken to fulfill them.
 - Time commitments will be estimated.
 - This will also be an opportunity to document the conference planning and operation process.
- The 2017 dates are currently booked for September 20-22, with setup on the 19th.
- The ballroom is already booked for the 19th from the morning to 10:00 p.m., so we will need to try and work around that.
- It was discussed if we need to implement a cancellation policy for registered attendees.
- It was noted that the meeting planners are going to be able to provide credit card processing services, and the question came up as to how much they would charge for providing this service above the normal credit card charge fee, e.g. 2.5% of each transaction.

Action Items:

Steve – Check to see if the hotel has the week before open, e.g. Sep. 12-15.

Steve – Check with expo companies to see if they can set up the booths after 10:00 p.m. or early morning.

All – Consider implementing a cancellation policy.

Steve – Check with the meeting planners regarding credit card processing services and the potential costs.

Steve – Reschedule the November meeting out of GIS Day week.

Steve – Reschedule the July meeting to not conflict with the Data and A&L committees.

Website:

- No discussion.

Action Items:

None.

Agenda & Speaker Coordination:

- We wondered how folks liked the vendor lightning round talks, and we had 3 survey responses that they were liked.
- Discussed that not all presenters followed the instructions for naming their presentation files, which added time to organizing them on the presentation laptops. It was recommended that we have them fill out a form when submitting their presentation files that would provide the needed information.
- It was suggested that we invest in remote control units for advancing presentation slides.
- It was suggesting that we have audio set up in the Chino/Prescott room and the Pima lab hands-on workshop room.
- It was noted that the lectern in the ballroom is too big.
- It was asked if the Pima lab hands-on workshops could be recorded and posted to the website, and noted that AGIC has a recorder that could be used for this.
- Since the presentation room marquees were not working this year, it was suggested that we post hardcopy agendas at the presentation rooms. We could also place large posters with them as well.

Action Items:

Steve – Recognize first time attendees during a general session.

All – Consider continuing the vendor lightning round talks.

Jami – Plan to have presenters fill out a form when submitting their presentation files.

Steve – Look into purchasing remote control units for advancing presentation slides.

Steve – Plan to have audio set up in the Chino/Prescott room and the Pima hands-on workshop room.

Steve – Explore options for sizing or replacing the lectern used in the ballroom.

Jami – Explore the possibility of recording the Pima lab hands-on workshops.

Jami – Plan to provide hardcopy presentation agendas for posting at the presentation rooms.

Materials & Mailouts:

- No discussion.

Action Items:

None.

Hotel & Exhibit:

- We seemed to get the typical responses from the post-conference survey regarding the food, with some feedback suggesting that we try buffets instead of plated lunches.
- With the round tables in the ballroom, it was noted that folks ended up with their backs to the presentations. Not sure what could be done about this.
- It was noted that water stations were not set up in all of the presentation rooms, and the thought came up of providing bottled water to the attendees. The consensus was that if water stations were set up, that bottled water would not be necessary.

Action Items:

Steve – Look at buffet options to replace plated lunches.

Steve – Ensure that water stations are set up in each presentation room, and the ballroom.

Steve – Check with the hotel regarding whether or not the Tuesday group that has the ballroom is using guest rooms.

Steve – Check to see if there will be any conflicts with us setting up the registration area on Tuesday.

Exhibitor Participation:

- It was asked if exhibitors/sponsors were surveyed specifically. It was reported that this is typically done in person by at least a couple of committee members.

Action Items:

Shea – Consider a specific survey for exhibitors/sponsors.

Registration:

- It would be interesting to know who was a first time attendee.
- It was asked how many Council members attended, and this could be gleaned from the registration database.

Action Items:

Jami – Plan to put a checkbox for first time attendee on the registration form.

Teresa – Determine how many Council members attended.

Maps & Apps Challenge:

- It was noted that we're seeing less paper maps over time and more mobile apps.
- A lot of overhead is involved in posting the apps through ArcGIS Online, and we should consider simply providing the info needed for attendees to review the apps.
- The PowerPoint slide presentation worked well.
- Not many attendees used the conference guide book app for voting.
- It was suggested that we dedicate a laptop for attendees to review the apps.
- It was suggested that we could do an app lightning round during one of the lunches, and attendees could vote for them during that time using the conference guide book app.

Action Items:

Shawny – Review non-ArcGIS Online options for posting the apps.

All – Consider holding an app lightning round during one of the lunches.

Social Events:

- Hospitality suite –
 - It was suggested that we try and be more proactive in getting sponsors.

- We discussed some of the challenges in the overall operation and monitoring of the suite, and suggestions for addressing these included holding the social networking in another place in the hotel, which would also help with the noise factor, and setting ground rules that would be provided to both the sponsors and attendees.
- Hike –
 - Only 3 hikers, so we will probably not have that in 2017.
- Kayaking –
 - A good number of attendees did this, so we will have this again in 2017.
- Wednesday evening social –
 - Feedback indicated that the hors d'oeuvres went over well, but we need to explain better that folks should plan for their own dinner afterwards.
 - It was suggested that we line up venues for folks to go to.

Action Items:

All – Consider changes to how/where we operate evening social networking.

Steve – Lead in providing better information on the Wednesday evening social logistics.

All – Consider lining up downtown venues for folks to go after the Wednesday evening social.

Attendee Packet:

- No discussion.

Action Items:

None.

General:

- It was suggested that the post-conference survey be distributed at the conference to try and increase the number of respondents.
- We need to ensure that we set up a job board or table.

Action Items:

Jami – Plan to the post-conference survey ready to distribute at the conference.

Steve – Plan to have a job board or table set up.