

AGIC 2024 Conference Committee Meeting Notes
Thursday, March 21, 2024
10:00 am

In Attendance:

Madysen Bradford
Robert Bush
John Danloe
Samantha Dinning
Sage Donaldson
Nicole Funicello
Teresa Gregory
Shea Lemar
Jenna Leveille
Bill Nye
Jennifer Psillas
Steve Whitney
Deborah Glogoff
Keith Kohl

Committee coordination and meeting operation:

- Continuing to update the planning spreadsheet, and putting in more detail
 - Not too much detail in the spreadsheet though, since the plan is to create more detailed documentation for each category, e.g. something like SOPs
- Past due –
 - Organize Conference Committee

Action Items:

Steve – Update planning spreadsheet

Budget:

- No discussion

Action Items:

None

Venue coordination:

- Need the following info for the website -
 - Overflow hotels
 - Guest room block dates
 - Guest room reservation cutoff date
 - Guest room reservation code
- Ask about the restaurant space

Action items:

Steve – Check contract for:

- Guest room block dates
- Guest room reservation cutoff date
- Guest room reservation code

Steve – Coordinate overflow hotels

Steve – Check with venue on:

- 2024 banquet menu availability
- Restaurant space
- Larger screen in AZ Room

Steve – Compile a list of dietary restrictions to provide to the hotel

Event Management Platform:

- Meeting set for week of April 8 to continue coordinating
- Past due –
 - Set up the registration database – just needs editing
 - Set up payment mechanism(s) – just needs editing

Action items:

Steve – Look at blending/removing “Set up payment mechanism(s)”

Conference Communication:

- New category for communication, marketing, and materials
 - Replaces Website, and Materials & Mail-outs
- Justification letter is being updated for this year
- Items for this month –
 - Set up call for presentations, technical sessions, and hands-on workshops
 - Set up call for sponsorship
 - Set up call for t-shirt design
 - Set up call for award nominations
 - Coordinate monthly with Social Media workgroup
 - Reach out to rural communities
 - Marketing - Notify websites
 - Send save the date to sponsors

Action Items:

None

Agenda & speaker coordination:

- Sub-group is exploring options for the Friday agenda
- Lunch speakers –
 - Tuesday – AGIC focused discussion with panel and audience interaction. Panel of past chairs, AGIC over time, (and give them their plaques)
 - Wednesday – Census
 - Thursday – AI (Aaron Judy, Maricopa County has accepted)
- Small group will meet with the keynote speaker to plan the content
- Items for this month –
 - Layout agenda presentation slot template
 - Open call for presentations

Action Items:

Steve – Note to have microphones, and the sound system enabled in each breakout room

Jenna & co. - Develop a list of actions for Iron Cartographer Coordination

Exhibitor/sponsor participation:

- Do we want to have an alternative to the exhibitor lightning talks?
 - Replace with opportunity to present in conjunction with their customers
- Completed items –
 - Develop at-a-glance sponsorship table
 - Develop form letter for solicitation
- Past due, and in progress –
 - Brainstorm exhibitors/sponsors
 - Create/update contact list
- Due this month –
 - Develop sponsorship packet for the website
 - E-mail sponsorship info, as a heads up

Action Items:

Jenna – Post notice on Discord seeking volunteers (for any conference activities)

Registration:

- Need to determine cancellation dates

Action Items:

Jenna/Jami – Set cancellation dates

Maps & Apps Challenge:

- Reviewed categories -
 - Add specific language regarding the use of AI, e.g. this is not allowed
- Submission form - <https://arcg.is/1KT1Ca>

Action Items:

Shawny – Add AI restriction (Jenna has content for this)

Awards:

- Looking for volunteers to migrate content from MS forms to something else

Action items:

Bill – Get with Jenna for migrating content

Printing:

- Increase extra veg tickets to 20
- Look at making stickers from the t-shirt design
- Consider pins? and/or magnets?

Action items:

Steve – Note extra veg tickets

Computer labs:

- No discussion

Action items:

Steve – Talk to the hotel about getting a larger screen in the Arizona Room

T-shirts:

- Contest is open - <https://survey123.arcgis.com/share/6009b607e8c14062bfd994b277184d9a>

Action items:

None

Attendee Packet:

- No discussion

Action Items:

None

Social Events:

- No discussion

Action Items:

None

General:

- Using Eventsquid for add-on item payments
- Due this month –
 - Announce student scholarship program

Action Items:

Jenna – Add individual add-on items -> t-shirts (past \$10, current \$20), mugs \$10, glasses \$10