

AGIC 2020 Conference Committee Meeting Notes
Thursday, August 20, 2020
10:00 am

In Attendance:

Kevin Blake
Robert Bush
Jami Dennis
Sage Donaldson
Shawny Ekadis
Nicole Funicello
Teresa Gregory
Jason Howard
James Lambert
Shea Lemar
Jenna Leveille
Aryn Musgrave
Jennifer Psillas
Aparna Thatte
Steve Whitney
Jeff Wilkerson
Troy Wiora

Committee coordination and meeting operation:

- No discussion.

Action Items:

None.

Outreach Committee Report:

- Conference info is being shared through all of the social media platforms.
- Outreach can assist with organizing social events.

Action Items:

None.

Budget:

- No discussion.

Action Items:

None.

Venue coordination:

- 2021 in-person conference plans –
 - The week of August 23-27 is being held by the Prescott Resort.
 - This will have a conflict with universities.
 - We may not be able to set a standard week for each year, and will most likely need to adjust based on other events.
 - Proposed contract language for cancellation -
 - “Should the group be forced to cancel this event due to state or locally declared emergency, such as a pandemic, catastrophic fire or weather event, or any related state or locally declared catastrophic event, cancellation fees will be waived, and AGIC/Conference & Meeting Planning Services as its agent will be released from this contract.”
 - Do we want to proceed with planning an in-person event for next year?
 - Plan ahead as if it is going to happen, and if we have to do virtual, we go that direction.
 - Consider a dual delivery approach.

Action items:

??? – Poll/survey past attendees on holding the conference during a set week each year, e.g. the last full week of August.

- Emphasize that this is for 2021 and onward.
- Query to see if this is too close to school starting, including universities.
- Ask this at the conference.
- Possibly drop this item, due to the reality that we may need to just plan around other events each year, as we have done all along.

Website:

- PDF version of the agenda is posted.
- Working on the online version of the agenda.
- Working on the Maps & Apps content.
- Gathering presenter info.

Action Items:

None.

Agenda & speaker coordination:

- Presenter/moderator training –
 - A Webex guide has been developed, to supplement to the training.
 - We may need to limit who is controlling the sessions.
 - 4 concurrent sessions, for which each session would have moderator.
 - Will most likely be a mix of oversight/control between the presenters and moderators.
 - Do a dry run to work out logistics.
 - Consider making training mandatory?
 - May leave us with empty time, if we enforce this.
 - Track who does not attend training.
 - Training will be live.
- Session survey/polling –
 - Webex “meeting” can do polling, but the results need to be extracted by an administrator.
 - Try and do something at the end of each session, but at the end of each day at least.
 - Put a link to each session’s survey, and at the each session the moderator will direct folks to take the survey, and put the survey link in the chat window.
 - One advantage to this approach is that it would be anonymous.
- Hands-on workshops are set up so that the providers are completely responsible for all logistics, including registration and student fees.
 - All set up on the website –
 - Our assumption is that the providers will let the students know what platform will be used, but we should include that up front on the webpage.
- Agenda is done, and note that only hands-on sessions will on Friday.
- Jack Dangermond has confirmed that he will keynote, live!
 - Esri wants to know when and how we will be making this info public. -> Sept. 1st
 - We had asked him to focus on where GIS is heading, and leadership stuff, so we’re good to go.

Action Items:

Jami – Gather the hands-on workshop platform info from the providers.

Jami – Set up the sessions surveys on the website.

Jami/Jenna – Coordinate on getting the Jack D. info to Esri.

Exhibitor/sponsor participation:

- Sponsorship material is ready for prime time.
- Sponsorship web pages are ready, and just need to check the online payment functionality.

Action Items:

Steve – Send out the sponsorship table to the committee.

All – Provide any sponsor ideas to Jen.

Materials and mail-outs:

- Send out notice for agenda, volunteer awards.

Action Items:

Jami – Send out notice regarding the above.

Registration:

- Consent agreement for participants –
 - Using NSGIC's, with modifications.
- Code of conduct –
 - Probably overkill.
 - We do have the ability to expel folks from a session.

Action Items:

Teresa – Form a sub-group to draft the registration details.

- Notes from past meetings –
 - Registrants would be provided the WebEx links?
 - Hands-on workshops would be separate.

Maps & Apps Challenge:

- Planning to open on Sept. 1st
- Limit voting to during the conference?
 - Yes, so all submitters get the same consideration.
- Begin outreach to the universities.
 - Outreach committee can include this in their efforts.

Action Items:

None.

Awards:

- Postpone the 2 new awards to next year –
 - AGIC Lifetime Achievement Award.
 - Outstanding/Significant Contribution to Arizona GIS.

Action items:

Jami – Open call for the 2 volunteer awards.

Printing:

- No discussion.

Action items:

None.

Computer labs:

- No discussion.

Action items:

None.

Conference program:

- No discussion.

Action items:

None.

T-shirts:

- Now that we have the logo set, what are the next steps for getting this set up on CafePress?
 - Just need the sponsor logos before proceeding, and the deadline for receiving them is Sep. 15th.

Action items:

??? – Develop the logistics for the t-shirt creation and acquisition by attendees.

Attendee Packet:

- Sponsor flyer? -> Not emailing this to attendees, and will be available in the virtual exhibit hall.

Action Items:

All – Think about what could be included in a virtual attendee packet, and send ideas to Steve, Jenna, Shea, and/or Jami.

Social Events:

- Meeting notes –
 - Would folks participate in after daytime activities? -> Probably not, due to the amount screen-time is involved in a virtual event.
 - Do folks want to stay at work for this?
 - Some folks would not be able to participate from home.
 - Maybe have a side room constantly running for folks to ad-hoc networking?
 - Would most likely need a group of folks to rotate moderating.
- Events during the breaks –
 - Awards – during one of the Thursday breaks?
 - Trivia
 - Chair yoga –
 - Scheduled for the Oct. 19th group activity.
- NSGIC ideas –
 - Themed breakout rooms, to socially discuss professional topics
 - Themes –
 - Bright Ideas
 - Recharge
 - Interest groups
 - Hospitality suite
 - SIGs
 - May be important to keep the groups small?
 - We could consider doing something like this during our breaks
 - Would this cut into the sponsor rooms?
 - Receptions -
 - Consider doing something, like awards, hospitality after the sessions?
 - Conference primer, to provide a how-to overview of how folks can get the most out of the conference
 - Pre-recorded by Jenna and Jami

Action Items:

Jenna – Check to see if we would need a moderator for the ad-hoc networking room.

General:

- No discussion.

Action Items:

None.