

**AGIC 2022 Conference Committee Meeting Notes**  
**Thursday, July 21, 2022**  
**10:00 am**

**In Attendance:**

Brandon Barnett  
Kevin Blake  
Robert Bush  
John Danloe  
Jami Dennis  
Sage Donaldson  
Shawny Ekadis  
Seth Franzman  
Nicole Funicello  
Teresa Gregory  
James Lambert  
Shea Lemar  
Jenna Leveille  
Seth Lewis  
Jennifer Psillas  
Steve Whitney  
Troy Wiora

**Committee coordination and meeting operation:**

- No discussion

**Action Items:**

None

**Outreach Committee Report:**

- If anybody wants something specific distributed, contact them
- Emphasize the upcoming conference deadlines

**Action Items:**

None

**Budget:**

- No discussion

**Action Items:**

None

**Venue coordination:**

- Menu is in progress, pending some questions to the venue, and will be distributed for review when ready
- Overflow hotels will be the same as last year

**Action items:**

Steve – Follow up on the overflow hotels

Steve – Follow up regarding hand sanitizer stations, and any existing requirements

Steve – Check on alternate hospitality areas

**Event Coordination:**

- The speaker portal can be challenging, and an email will be sent out with guidance.

**Action items:**

Jenna/Jami – Begin documenting processes, and planning for knowledge transfer

Jami – Send email to presenters with guidance for using the speaker portal

**Website:**

- Attendee hub is being set up, which relates to the mobile app
- Detailed agenda is posted

**Action Items:**

None

**Agenda & speaker coordination:**

- We were shooting to have 2 presentations per slot, so that is why it looks like we have some open slots
- We so still have some room in the lightning round
- Speaker bios have been collected as part of the presentation submission
- No special A/V needs to date
- Looking for moderators, and hands-on workshop management

**Action Items:**

All – Sign up to be a session moderator, and/or a hands-on workshop manager

### Exhibitor/sponsor participation:

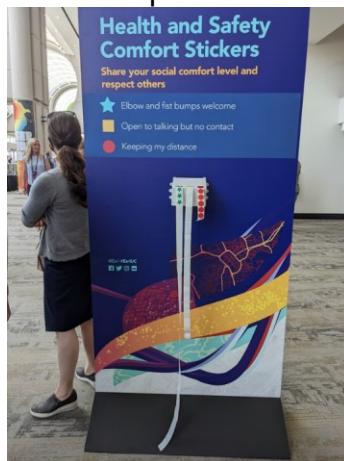
- Current status – 17 exhibitors –
  - 1 Platinum
  - 5 Gold
  - 4 Silver
  - 7 Bronze
  - Esri is a pending Gold sponsor, along with 2 others that are pending
- Other sponsorship –
  - 2 student scholarship
  - 1 pending sponsor is interested in the hospitality suite
- We will begin to solicit for raffle donations
- We will begin to solicit for Wed. & Thu. night hospitality room sponsors
- A reminder will be sent to the qualifying sponsors for promotional literature for the bags, with a deadline of Aug. 22

### Action Items:

John/Jen – Solicit for raffle donations, Wed. & Thu. night hospitality room sponsors, and remind qualifying sponsors about providing promotional literature for the bags

### Materials and mail-outs:

- Email attendees regarding COVID testing –
  - Ask that they be vaccinated, test daily beginning 3 days prior to their arrival, do not come if they have any symptoms, and consider masking up as much as possible
  - Consider providing wrist bands –
    - Green = hugs/handshakes/mask optional
    - Orange (or yellow?) = fist bump/social distancing preferred with masking
    - Red = no contact/mask required to talk to me
    - Esri example –



- Stickers are the preferred method

- COVID related cancellations will qualify for a full refund
  - What about sponsor cancellations due to COVID? -> consider covering our overhead
  - Add verbiage to the terms & conditions
  - Need to ensure that we can accommodate refunds
  - What about at the conference? -> no refund
- Hospitality suite – we will look into alternative locations, such as outdoors or using one of the breakout rooms (e.g. Granite Mountain)
- Free tests - <https://covidtest.org>

**Action Items:**

Steve – Work with the outreach committee to reach out to rural communities

Steve – Note for the introductory comments to cover COVID safety

??? – Signage for the COVID stickers, e.g. poster, and flyer for bags

Steve – Calculate exhibitor overhead cost

**Registration:**

- Registration desk volunteers are needed

**Action Items:**

All – Sign up to help out at the registration desk

**Maps & Apps Challenge:**

- 4 submittals, so more outreach is needed

**Action Items:**

None

**Awards:**

- Only one submittal so far.

**Action items:**

None

**Printing:**

- Conference signage –
  - ASLD again? -> Jenna will check
- Social flyer (kayaking), add Lynx Lake hike? -> never hurts to have options
- Mobile app flyer -> yes, one will be created for the bags
- Maps & Apps ballot -> no, online voting, but could use a flyer for the bag
- At-a-glance agenda

**Action items:**

Steve/Jenna – Determine printing resources/responsibilities

**Computer labs:**

- No discussion

**Action items:**

None

**Conference program:**

- Access via Cvent and/or the mobile app

**Action items:**

None

**T-shirts:**

- No discussion

**Action items:**

None

**Attendee Packet:**

- No discussion

**Action Items:**

Steve/Jenna – Order supplies

Jami/Nicole – Coordinate the mobile app capabilities of Cvent

**Social Events:**

- No discussion

**Action Items:**

None

**General:**

- No discussion

**Action Items:**

None