

AGIC 2023 Conference Committee Meeting Notes
Thursday, July 20, 2023
10:00 am

In Attendance:

Kevin Blake
Madyson Bradford
Robert Bush
John Danloe
Jami Dennis
Sage Donaldson
Shawny Ekadis
Nicole Funicello
Shea Lemar
Jenna Leveille
Mariah Modson
Bill Nye
Jennifer Psillas
Steve Whitney

Committee coordination and meeting operation:

- No discussion

Action Items:

Steve – Verify committee membership

Outreach Committee Report:

- 30 for 30 – Each day during the 30 days up to the conference notices will send out with historical conference highlights
- Keeping social media up to date
- Highlighting items to note for this year's conference

Action Items:

None

Budget:

- No discussion

Action Items:

None

Venue coordination:

- Food & beverage menu has been set, and details will be provided for posting to the website.

Action items:

Steve – Provide menu details

Event Management Platform Coordination:

- No discussion

Action items:

None

Website:

- Venue map (conference room layout) is included in the PDF agenda doc
- Direct link - https://www.eventsquid.com/event.cfm?event_id=19588

Action Items:

None

Agenda & speaker coordination:

- Send final agenda to presenters -> announced on AGIC-L
- Due for July –
 - Collect presenter bios -> provided as part of the abstract submittal process, and a reminder will go out for them to double-check
 - Solicit for special A/V needs -> asked as part of the abstract submission, and we'll check for any special needs
 - Assign session moderators -> coming, and Jenna will provide current Council/Committee/Workgroup members
 - Create/Print Room Signs -> would be helpful, and Jenna and Mariah will explore options
 - Create/Print Certificates -> print as many up front, and the rest on-site
- Iron Cartographer planning group will meet to work on details for that activity

Action Items:

Jami – Send reminder to presenters to double-check their bios

Jami – Check for presentation special A/V needs

Jenna – Provide current Council/Committee/Workgroup members for session moderator solicitation

Jenna/Mariah – Explore presentation room sign options for listing the daily agendas

Exhibitor/sponsor participation:

- Current sponsors –
 - Platinum – 0
 - Gold – 10
 - Silver – 2
 - Bronze – 6
 - 18 total so far, 16 with booths
 - Iron Cartographer Sponsors Committed - VeriDaaS & Mil Geospatial
 - Exhibitor Social Sponsor - VeriDaaS
 - Ballroom Logo Display - Dewberry, VeriDaaS, Mil Geospatial
 - Tony Gonzales Student Scholarship Sponsor - Mil Geospatial
 - No Break, Breakfast, or Luncheon Sponsors, or Lanyard Sponsor, yet. We will need to include lanyards in the Lane order.
- Due for July –
 - Map exhibitor locations -> will be done in August to accommodate for additional sponsors
 - Solicit for raffle donations -> will begin
 - Solicit for hospitality suite sponsors -> no longer needed, and now its about the beverage tickets

Action Items:

Steve – Coordinate the Expo co. contract review process

Jenna – Include lanyards in the Lane order

Materials and mail-outs:

- Rural community outreach -> well covered in our regular announcements

Action Items:

None

Registration:

- Inventory registration supplies -> included as part of the general supplies inventory
- Will need to provide and track purchases closely by providing receipts in sequential order, e.g. t-shirts, glasses, etc.
 - Jenna will get specifics on what ASLD needs
- Due for July –
 - Assign registration desk timeslots -> contact Teresa for a status

Action Items:

Teresa – Solicit for registration desk volunteers

Maps & Apps Challenge:

- Nine submissions so far
- Some are asking for printing assistance -> Robert will assist
- Awards will come from our swag supply
- Due for July –
 - Coordinate poster display racks -> part of the Expo Co. delivery
 - Create info cards -> template is setup
 - Coordinate with the mobile app -> configured via Eventsquid, and will coordinate what is left to do

Action Items:

None

Awards:

- Nomination status -> nothing so far, so reminders will go out to AGIC-L and social media

Action items:

None

Printing:

- Due for July –
 - Presentation room signs -> part of Agenda & Speaker Coordination
 - Certificates for presenters and workshop teachers -> part of Agenda & Speaker Coordination
 - Conference signage -> ASLD will provide again, Aug. 18 deadline for sponsors to be included
 - Social flyer -> done, and will be for restaurant recommendations
 - Mobile app flyer -> no longer needed

Action items:

None

Computer labs:

- No discussion

Action items:

None

Conference program:

- Welcome letter? -> need to discuss, and will print for the attendee bags
- Ads? -> no longer needed
- Due for July –
 - Collect abstracts and bios -> no longer needed
 - Acquire hotel map -> done
 - Layout the program -> no longer needed
 - Coordinate printing -> no longer needed

Action items:

None

T-shirts:

- Printing status -> Included in the Lane order, which is being prepared

Action items:

None

Attendee Packet:

- Order name tag stock -> enough on hand
- Order name tag holders -> part of office supply order
- Order lanyards -> part of Lane order
- Order ribbons for name badges -> part of Lane order
- Order bags -> part of Lane order
- Agenda at a glance -> will be included
- Due for July –
 - Maps & Apps ballot -> no longer needed
 - Social flyer -> covered
 - Mobile app flyer -> covered
 - Other notices -> none at this time
 - Map of the host town -> Prescott chamber of commerce materials, placed on the registration table

Action Items:

Kevin – Check with the Prescott Chamber of Commerce for town flyers

Social Events:

- Wed. night?
 - Orienteering is out for this year
 - Cornhole sets available? And potentially a tournament?
 - Ask the hotel if we can do that
 - Who has a set?
 - James
 - Kevin
 - (Shea)
 - Jim Reidman's telescope, and James has one as well
- Post-conference event(s) -> Nothing formal, but we could mention some examples to put on the website

Action Items:

Mariah & Sage - Provide restaurants with a simple heads up that they are on our list of places that we're recommending to attendees for Tuesday and Wednesday

Jen – List out some post-conference activities that we can post on the website

General:

- Due for July –
 - Coordinate and print signage -> ASLD will handle this
 - Award student scholarships -> in progress

Action Items:

Steve – Check with venue re: plugging our mic into their A/V system