

**AGIC 2023 Conference Committee Meeting Notes**  
**Thursday, August 17, 2023**  
**10:00 am**

**In Attendance:**

Kevin Blake  
Madyson Bradford  
Robert Bush  
John Danloe  
Shawny Ekadis  
Nicole Funicello  
James Lambert  
Shea Lemar  
Jenna Leveille  
Seth Lewis  
Mariah Modson  
Bill Nye  
Steve Whitney  
Troy Wiora

**Committee coordination and meeting operation:**

- No discussion

**Action Items:**

None

**Outreach Committee Report:**

- We have stickers – AGIC 30th year logo, and the round AGIC logo
- We have a tablecloth for the registration desk
- Social media has been very active
- Dine around has been organized
- We have a hashtag - #AGIC2023
- We have a timeline slide deck to play in the ballroom
- We have the AGIC timeline do display
- We've got the recording system for the ballroom
  - We won't need to connect into the A/V system
  - Has motion tracking capabilities

**Action Items:**

None

**Budget:**

- No discussion

**Action Items:**

None

**Venue coordination:**

- BEOs will be ready for final review on Friday
- Menu details have been sent to the registrants

**Action items:**

Steve – Send Jenna the list of discussion items for the pre-con meeting

**Event Management Platform Coordination:**

- Need to review the check-in feature for the registration desk
- Need to review the session survey capabilities (Jenna/Nicole/John/Robert)

**Action items:**

Jenna – Review the check-in feature

Jenna/Nicole/John/Robert – Meet to review the registration desk check-in features, and the session survey capabilities

**Website:**

- The website is up to date with the latest information – with the following things to note -
  - Overflow hotel information has been added to the Accommodations page
  - The menu details/conference meals document has been added to the Documents page in Attendee Resources
  - The map of the conference floorplan/layout is in the documents section and also included in the PDF version of the agenda

**Action Items:**

None

**Agenda & speaker coordination:**

- Emails have been sent to presenters with instructions and details for presenting that included:
  - Link to the agenda
  - Deadline to upload their presentation (August 25) with link to upload form
  - Instructions on adding a headshot and updating bio (PDF document also on the website at “documents” link please encourage any committee members that are presenting to follow the instructions and upload a headshot so we can **get more smiling faces on the Speaker page** 😊)
- Only 2 sessions remaining that need moderators – need volunteers, please! – these are noted by a cyan highlight in the PDF version of the agenda on the website.
  - Wednesday, 830am-10am Application Development session in Granite Mtn
  - Friday, 10:30am – noon Field Data Collection session in Chino/Prescott
  - Agenda link: <https://s3-us-west-2.amazonaws.com/eventsquid/Eventsquid/80325bac-a75c-4105-85a5-b07d42b514c8.pdf>
- Working on the speaker certificates and moderator packets
- Room signs for the breakout rooms have been created

**Action Items:**

None

**Exhibitor/sponsor participation:**

- Expo company contract has been finalized
- 22 exhibitor sponsors
- Lightning round is full
- Extra booth can be used for the timeline
- Promo items are coming in
- Raffle cards will be printed
- Soliciting for raffle donations
- Note for next year the location of competitors, and look at putting a question on the registration form

**Action Items:**

John – Provide list of non-exhibitor sponsors to Mariah

**Materials and mail-outs:**

- Post-conference activity ideas will be sent out

**Action Items:**

None

**Registration:**

- May need a laptop or two from ASLD

**Action Items:**

Jenna – Request 2 laptops from ASLD

**Maps & Apps Challenge:**

- Iron Cartographer –
  - General –
    - Joe Peters will provide data to load on the laptops
    - Contestants would like 15 minutes to prepare ahead of “go”, and this will occur during the break before the session
    - Try to seat the contestants on the stage, and if not at one of the rounds at the front of the room
    - Record this session, and cut out clips for post-conference postings
  - MC logistics –
    - Joe provides technical commentary
    - Shea & Steve provide color commentary –
      - Encourage audience to network
      - Provide some seed questions
    - Encourage the audience to provide positive feedback
  - End result –
    - Vote via the Maps & Apps app – section has been set up
    - Have the maps printed out to display (Kevin)
  - Projection –
    - Have an intro slide on the screens
    - Give the contestants time to prepare
    - Switch to the contestant’s laptops when ready
- 26 entries so far, and closes Friday
- Awards – Glasses, mugs, and water bottles to choose from

**Action Items:**

Steve/Shawny – Set up laptop for voting during the Maps & Apps social

Jenna – Send Shawny the Iron Cartographer contestant names

Shawny – Provide slides for the ballroom

**Awards:**

- Award winners have been chosen

**Action items:**

None

**Printing:**

- Conference signage is good to go
- Raffle sheets are good to go
- Flyers –
  - Welcome letter
  - At-a-glance agenda
  - Dine-around flyer

**Action items:**

Mariah – Print/mount conference signage, and flyers

John – Print raffle sheets

**Computer labs:**

- No discussion

**Action items:**

None

**Conference program:**

- No discussion

**Action items:**

None

**T-shirts:**

- Have been ordered and should be ready next week

**Action items:**

None

**Attendee Packet:**

- Mentorship ribbons have been added to the mix
- Bag stuffing – 3pm Monday

**Action Items:**

None

**Social Events:**

- Cornhole
- Trivia is in progress (Jen & Bill)

**Action Items:**

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

**General:**

- Recording device can connect to the A/V system, but we'll try it stand-alone

**Action Items:**

None