

AGIC 2022 Conference Committee Meeting Notes
Thursday, September 15 2022
10:00 am

In Attendance:

Kevin Blake
Robert Bush
Jami Dennis
Sage Donaldson
Shawny Ekadis
Nicole Funicello
Teresa Gregory
James Lambert
Shea Lemar
Bill Nye
Jennifer Psillas
Steve Whitney
Jeff Wilkerson
Troy Wiora

Committee coordination and meeting operation:

- 2023 –
 - This will be the 30th anniversary of the AGIC conference.

Action Items:

Steve – Add Mariah to the committee list.

Outreach Committee Report:

- No discussion

Action Items:

None

Budget:

- Expo company invoice has been paid.
- Venue invoice has not been received yet.

Action Items:

None

Venue coordination:

- We had some food & beverage issues, and a detailed report of those has been sent to the venue. In 2018 we had similar issues and received a 10% reduction in the food & beverage, so we have asked for a similar reduction for this year.
 - Other items that were included in the report –
 - Need longer HDMI cables in the breakout rooms.
 - Ensure that the bathrooms are not closed for cleaning during breaks.
- The hospitality suite substitution worked out well, and we should consider following that model in the future.
- 2023 –
 - Sep. 25-29, being held by the Prescott Resort
 - Consider adding language to the contract addressing situations in which the hotel offers special guest room rates that are lower than what is in the contract.
 - Email attendees re: Friday lunch presence.
 - Add to registration form.
 - Consider no Friday lunch, and substitute with full breakfast buffets for all days.

Action items:

None

Event Coordination:

- We need an alternative –
 - Review the requirements document that was developed for event management software.
 - How do we advertise/solicit for a replacement?
 - Evaluate software that is out there?
 - Well document and get more folks involved in how we used to do it?
 - Single software or components?
 - Single software provides an all-in-one solution.
 - Components may provide for more folks to be involved and/or more control.

Action items:

Form a group to pull together the requirements, and summarize our experience to date.

- Jenna, Jami, Jeff, Mariah, Sage, Steve, John, Teresa.

Website:

- No discussion

Action Items:

None

Agenda & speaker coordination:

- Presentation availability –
 - Cvent will not work, so Google Drive or? -> Google Drive
 - We need volunteers to organize the presentations
- 2023 –
 - Ensure that attendees know when they can register for the hands-on workshops.

Action Items:

Jenna – Set up the Google Drive

Steve – Provide the presentations as organized by day/room

Sage – Organize the presentations

Exhibitor/sponsor participation:

- There is only one outstanding payment (Silver, +t-shirt logo), and they are trying their best to move it through their administrative process.
- Attendee list has been sent to Platinum and Gold sponsors (minus the opt-out folks).
- A thank you has gone out, and informing them of next year's dates.
- Less than 50% of the exhibitors used the Cvent portal for submitting documents.
- 2023 –
 - Consider more sponsor options without a booth.
 - Nix the Tuesday option for early setup.
 - Nix the Platinum/Gold 5-minute general session presentation?
 - Platinum only?

Action Items:

None

Materials and mail-outs:

- Survey results will be provided.

Action Items:

None

Registration:

- Follow-up with unpaid attendees is taking place, and there is only one.
- 256 attendees checked in, out of 275 registered.
- 2023 –
 - Emphasize to registrants to cancel their registrations if not coming, for meal counts, e.g. 2 ½ weeks prior to the conference.

Action Items:

None

Maps & Apps Challenge:

- We had good participation in the voting.
- 2023 –
 - Go back to a judge's category?
 - Along with a people's choice?
 - Do we need to do anything about submitters that do not attend the conference?
 - Limit the number of entries.
 - Consider a lightning round?
 - Consider a scavenger hunt?
 - Make a trivia question?
 - Continue with displaying the maps & apps entry slides in the ballroom.

Action Items:

None

Awards:

- No discussion

Action items:

None

Printing:

- No discussion

Action items:

None

Computer labs:

- No discussion

Action items:

None

Conference program:

- 2023 –
 - Print the at-a-glance agenda at a larger font.

Action items:

None

T-shirts:

- No discussion
- 2023 –
 - Think about setting a date for reserving your t-shirt size
 - Order more of the smaller sizes
 - Consider on-line ordering of t-shirts
 - In addition to those provided at the conference?
 - Survey for t-shirt size to assist with ordering

Action items:

None

Attendee Packet:

- 122 downloaded the mobile app.

Action Items:

None

Social Events:

- No discussion

Action Items:

None

General:

- No discussion

Action Items: None