

Things To Do Differently in 2016

Or

Let's face it, it's hard to improve on perfection

Let's be picky...

- ❖ We don't have to accept all abstracts, or turn all rejected abstracts into posters
- ❖ Focus on quality - set up guidelines for accepting abstracts, and feel empowered to reject abstracts that don't meet guidelines. E.g., no abstracts on work that isn't done yet.



Respect Championed Sessions



- ❖ Designate someone as responsible for championed sessions
- ❖ Separate championed abstracts from other abstracts, and keep them apart (or clearly identified) in the abstract spreadsheet
- ❖ Don't mess with them unless they don't meet basic criteria (e.g. speakers from different organizations)

Extended Sessions (workshops, short courses, panels)

- ❖ Develop guidelines for organizers of extended sessions, along with a set of deadlines (Monty to help?)
- ❖ Keep up communications with extended session organizers
- ❖ Perhaps resurrect Calls for Moderators and Session Leaders to go over instructions, be sure they are contacting their speakers, etc.



Local Committee



- ❖ Connect last conference's local committee to current lead
- ❖ Develop a set of helpful tips re: how to organize, develop, and implement field trips (Jeff Thomas)



Sponsors and Exhibitors

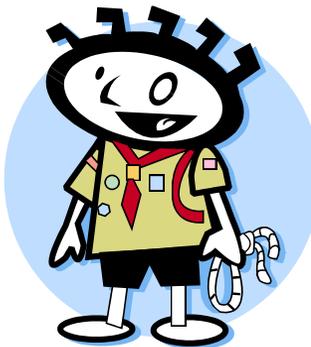
- ❖ Work hard to get more sponsors for the conference and for things like the 5k race
- ❖ Look locally for sponsors
- ❖ Be more rigorous about following up with folks who are calling exhibitors and sponsors



Registration and Volunteers



- ❖ Make decisions faster re: activities or sessions that cost money or require pre-registration (like field trips, extended sessions, social activities)
- ❖ Faster decisions means info on the registration website earlier
- ❖ A shared “living spreadsheet” to track conference volunteers would make it easier to organize help at the conference



Additional Considerations...

- Should our fall pre-conference meeting include other Council business, not just conference planning and abstract review? If so, how do we pull it off?
- How else can we streamline the conference planning process?
 - Conference planning committee
 - Local committee
 - Program committee
 - Awards committee
 - Extended sessions committee
 - Sponsorship/exhibitors committee
 - Plenary committee
 - Volunteer monitoring subcommittee

