



# Update for Convention Boards

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The Alberta Teachers' Association

2017 01 16

If you have any questions about the following, please feel free to contact me at [dan.grassick@ata.ab.ca](mailto:dan.grassick@ata.ab.ca).

## **Association Campaign Booth**

By now, Laura Harris should have been in touch with all conventions to confirm the size, location, and amenities for the booth/table(s) designated for Association election campaigning. Conventions can send invoices for the cost of this booth/table space to the ATA c/o Laura.

## **Annual Report**

A memo will be sent out shortly with a list of requirements for the annual report required of all convention associations. The requirements will be slightly different this year in preparation for a convention review in 2017-18.

## **Alternate Convention Attendance**

Teachers working for online, distance, and virtual schools, teachers on secondment, and other groups of teachers (as approved by the Association) may request to attend an alternate convention rather than the ones they are assigned to based on their employing district. The most up-to-date list of alternate convention delegates who will be coming to each convention was emailed to executives this morning. The transfer of funds between conventions will be coordinated after each convention.

## **Evaluations**

Session evaluations for all conventions using Sched will be collected directly through Sched using the customizable link button in each session. A link with QR code will be sent to those Sched-free conventions to display around their venues and to email to their delegates. By hosting all survey info through one connected survey, we will eliminate the time-consuming requirement to manually enter and evaluate session information.

An overall convention evaluation survey will be collected through another online survey link. This survey will help provide year-over-year data and also inform convention review activities coming up in 2017-18. Each convention will have the ability to include convention-specific questions. The link for this survey will be posted on all convention websites, sent through Sched to attendees, and will be included in several issues of the ATA News.

## **Pre-Service Teachers**

To attend convention, pre-service teachers must be in the final year of their BEd program and must be a member of their student local. Ideally, they would be on practicum during convention, but this is no longer a firm requirement; they can attend convention if they are on reading break, for example. Yellow

ATA wristbands have been sent to student ATA locals for distribution. If you get any requests from student teachers or their partner teachers, direct them to their student local. No membership; no wristband!

Currently, only St. Mary's University and Burnham University do not have active student locals. Students in the final year of their education program at these institutions can apply for student membership directly to the ATA through the ATA website (for the cost of \$1). It is hard to estimate how many pre-service teachers will attend convention each year so student locals have been asked to keep a roster of those who receive a wristband and to forward this information to the Association one week before each convention so conventions can be notified of the approximate number of students to expect. Association PD staff are providing consistent but gentle pressure on institutions to make their practicum calendars for the coming years public in advance in the hopes of being able to better plan (and program for) pre-service teachers at convention.

### **Temporary Member Cards**

Every attendee at convention should be able to identify themselves as an active, associate, or student member of the ATA. Increasingly conventions are switching to ATA member cards as their official convention identification since it is ID that all members should already have and they can print their own replacement cards through the ATA website at <https://cards.teachers.ab.ca/>. To speed up any potential bottle-necks at convention registration desks, 8000 temporary member cards which look very similar to the online cards, have been ordered and will be distributed before convention. Any member who is not able to provide proof of their identity as a member when asked will need to report to the registration/info desk to receive a replacement card. If your convention is using some other form of convention ID, such as a lanyard or pin, this is fine, but please encourage your members to log in to the ATA website, update their profile, and vote on upcoming collective agreement proposals and for new members of the provincial executive council.

### **Signage**

Three types of signs will be provided to conventions to put up around their venues. These are simple paper posters printed on 11 x 17 paper and provide reminders about convention being a closed event for members only, a disclaimer about exhibits, and opt-out consent for those who do not want their picture taken. Each set of posters comes with a roll of convention venue approved painter's tape.

### **Media Passes**

Bright yellow lanyards and media passes are being printed and will arrive in early February. The closed event signs and media releases sent by the Association direct members of the press to the registration/info desk at each convention where they must sign in to receive a media pass. To sit in on a session or keynote, the member must identify themselves to the speaker and receive permission to stay in the room. The media passes explains that speakers' views are not necessarily the views of the Association and provides the contact number for ATA Media Relations staff.