

## **2019 March Publicity-Website-Evaluations Report**

### **Bertha Yagos**

#### **PE-REGISTRATON:**

- We should close pre-reg a week earlier.
- Gives time to email those on the waiting list who are not within the maximum number and let them know that they may not attend. This is especially important for the off-site sessions.
- Gives time to send the pre-registration list to the speakers and clear up changes that arise. This year we had speakers who increased the maximum number because there were only a few more than the maximum which means we need to email those extra teachers and let them know. We also had speakers who added a repeat session for a very popular session. This means that those on the waiting list all needed to be emailed to inform them and let us know if they would not be attending this repeat session so we could continue down the waiting list and let someone else in.

#### **BANNER STANDS:**

- Worked very well. Thanks to Michael Shain for that suggestion. Thanks also to Andrew and Veronica Doyle for storing them at their house. St. George was willing to store them, but could not as they did not know if they would win the contract for the next year. They did not, so possibly whoever is taking over will be willing to do that.

#### **WEBSITE:**

- Our speaking proposal site will open on April 1, 2019. I will email all the presenters who submitted this year asking them to submit.

#### **SCHED:**

- Sched was a bit glitchy this year for speakers. Some speakers had trouble logging in after they had created an account and had already submitted handouts, then could no longer log in. Sched people are willing to offer help to speakers who encounter difficulty.
- The other problem is that two different speakers can not use the same email address or it recognizes them as the same speaker. This happens when someone from an organization submits on behalf of several speakers and uses their own email address for all the speakers they submit proposals for. If someone tried to choose the correct speaker, all the sessions tied to that email would then show that speaker.

#### **EVALUATIONS:**

- Session evaluations have been sent to the executive.
- Convention as a Whole results are not yet available. Provincial ATA ran the collector.