2020 January Publicity-Website-Evaluations Report
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WEBSITE :
The website is up to date and is your best source of information. If anyone has a question, there is a small email icon at the top of the page.   www.pdtca.org That email address is checked and responded to at least daily and usually several times a day.

PRE-REGISTRATION:
We have 39 sessions requiring pre-registration this year.
As of Thursday, January 16th, 960 pre-registrations have been submitted. When pre-registration closes, I will be emailing the teachers who are on a waiting list if the session is off site to let them know that they are not registered. For on-site sessions, they can simply be turned away at the door if they neglect to check their pre-registration status so it is not necessary to email them. Deadline to pre-register is Feb 12th at 9:00 a.m. After that, teachers can still sign up at the convention information desk starting Thursday afternoon provided there are seats left.
All the information is on the website at https://www.pdtca.org/pre-registration.html
The sessions in Sched have a clickable link to the pre-registration page near the end of the session description.

BANNER STANDS:
We need five posters set up in the following locations: Hyatt, Telus Rooms, Glen Rooms, Macleod Rooms, and one outside the glass doors of the convention information desk. The maps and off site sessions will be inside the convention information desk area. The 5 posters will have a note letting teachers know that maps and off site sessions are only listed at the convention information desk area. I need to leave the off site sessions off of the rest of the posters or they get way too long. Thursday posters need to be set up on Wednesday afternoon and Friday posters need to be set up during the last session on Thursday.
The posters are placed on the front and taped on the back along the edge of the banner using a few pieces of tape that I have at the convention information desk. And yes, I have scissors too!

SCHED MOBILE SITE:
Sched is up and running. The link is on the convention website under Program. https://pdtca2020.sched.com/

The sessions button has been removed from the pdtca.org website and replaced with Sched.

Any speaker handouts will be attached to the session in Sched.

MAPS:
I have added 2 new buttons under Program and Presenters which show floor plans and room capacities for both of our Vendors. These buttons link directly to the CTCC and Hyatt websites.

EVALUATIONS:
There will be an evaluation link on the Sched Site sometime in the future. ATA will send us the link.

RELEASE TIME FOR SPEAKERS:
Emails have been sent out requesting release time for speakers to speak at Palliser Convention and informing employers to bill Palliser Convention for sub costs.

REMINDERS TO SPEAKERS:
Emails have been sent to all speakers with a reminder of all their speaking engagement details.