

Executive Assistant Report

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December 10, 2021

1. Exhibitors' list is on www.pdtca.org under the Exhibitor button. They appear after they register and pay.
2. Convention program is online at pdtca.org. There are filters to help search for sessions. I will add search by speaker last name as well when I have deleted all the proposals that Paulette did not choose. Keynote information is still missing as we are waiting for that information from the speaker. We do have the information for the Francophone Keynote and that one is available to view. ATA Workshops and Staff Sessions are also not in the program online, but will be as soon as we receive that information from ATA. Other than that the sessions booked through speaking proposals are all listed.
3. I am still chasing 6 speakers who have 7 unsigned contracts in total.
4. Sched – we have our Sched license and I hope to have the program in Sched by the end of December. For some reason I did not get an email with the Zoom license links again this year. I emailed Danny to see if they were ready and he indicated that he had sent them out 2 weeks before I asked if they were ready. He sent them to me within 10 minutes!
5. I have already received one pre-recorded video. I will code the sessions for live, pre-recorded and length of time available a little differently this year. I am still working out a few details, but the coding will show in the filters at the right of the page in Sched and will be explained in the Sched header.
6. Moderator and Board Member Information: Use this page to consolidate info for moderators
7. Speaker Information: Use this page to consolidate information
8. We have 100 sessions that require a moderator and 27 board members who do not have executive responsibility. Board members should sign up for 4 sessions each. They can filter by their interested curriculum area and/or grade level to choose sessions they would also like to watch. The registration form is ready and will be put online soon after this executive meeting held December 10th.
9. On the minutes page, I have updated the Standard ATA Convention Constitution and the Provincial ATA Convention Handbook to the most recent versions.

Here is the link to the policy as it has been some time since I sent it out!

<https://docs.google.com/document/d/1ZgMPJte1Q6YxSK09GsHfCILuEK-ksqIQ/edit?usp=sharing&oid=117915502299263797382&rtpof=true&sd=true>