Executive Assistant Report

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December 8/9, 2022

Work Completed:

1. I feel like I am in the middle of it all but can't say anything is finished just now!

Work in progress:

1. Exhibitors' list is on www.pdtca.org under the Exhibitor button https://www.pdtca.org/exhibitor-list1.html . I post them as soon as they register and have paid. They are listed in the order that they registered. They all have websites which are worth checking.

2. Convention program is also on the website under the Program button at https://www.pdtca.org/sessions---with-filters.html . There are filters to help search for sessions.   There is a button to draw attention to Keynotes and Featured Speakers under the Program button as well. Not as colorful as Sched, but the information is all there and can be filtered.

3. French Keynote and ATA Workshops and Staff Sessions are not in the program online, but will be as soon as we receive that information. Other than that, the sessions booked through speaking proposals and approved are all listed. Alison is also working on a handful of new ones which will show online as soon as the speakers submit their proposal and she makes the approvals.

4. Spent considerable time creating reports used to proof database entries for errors. Worked with Alison to cross reference that information and corrections were made.

5. Will get the program and exhibitors on Sched in early January. I will then replace the current program buttons on our website with the Sched link.

6. All speaker contracts for sessions in the database approved as of November 30th are signed except two Nelson session and they are waiting for a speaker name. We have 223 sessions approved. We have 28 sessions so far that require pre-registration. Twenty of those are Off-Site.

7. Larry has received the facility report with the session details to pass on to the Hyatt and the CTCC. Hotel booking information and lunches reports will be sent when the handful of speakers mentioned above are added and approvals made.

8. Pre-reg and Off-Site has been added to the beginning of session titles to make teachers aware as soon as they look at a session. I have emailed all the speakers of Off-Site

sessions for directions to the location to add to their session description and have not heard back from any of them.

9. Working on setting up the database for pre-registrations. Teachers have to log in to register. They will be able to see their registration position number after they register to determine if they are registered or on the waiting list. They can also delete themselves.

10. Preparing emails to send to speakers in January confirming all details of their session and ask them to go over it carefully. Will also add instructions of what to do when they get to CTTC before they speak.

New Business/Action Items/Questions for the executive and/or board:

1. Pre- reg open from Jan 16th to February 13th. I need to email all the people who are registered and all the people who are on the waiting list to make sure they know their status - then answer questions I get from them so I don't want to leave it open too close to convention. They are also reminded to not go to an Off-Site session if they are on the waiting list. If we can add them later or if the Off-Site speaker opens a repeat session they will be individually emailed with permission to attend.

2. I need the bio for honorary president.