

2022 March Executive Assistant Report Bertha Yagos

Another wonderful year with an awesome team to work with!!!

PRE-REGISTRATON:

- This year I asked Encore to let in the first attendees in the waiting room up to the number mentioned in the description. The speaker was responsible to remind Encore of the limit. This seemed to work fine. One speaker let them all in anyway.

WEBSITE:

- Our speaking proposal site will open on April 1, 2022. If there is a delay, it will be posted on the PDTCA website home page and on the speaking proposal page. I will email all the presenters who submitted this year asking them to submit. I will be collecting in person and virtual convention information. For virtual, I will also ask for their presentation format and how long videos can be posted.
- I would like to propose that if the convention is in person we allow presenters to have the option to submit a pre-recorded session instead of an in person presentation if that works best for them. This solves scheduling conflicts with other conventions or unanticipated events like the speaker's workplace being on strike during convention etc. or simply a preference. This is not a hardship at our end and adds value for our delegates.

SCHED:

- Sched was a bit glitchy again this year. They can be emailed for help, but it is not always good help. Eg- Moderators listed before speakers. In the session title bar they were listed first with no mention of Moderator, so I at least put (Moderator) after their last name. I emailed Sched and they said they would look at it but for now there would be no change. You don't have time to play when you are getting a convention ready for attendees, but after convention I thought about it and I went in and changed the Moderator designation to speaker for one session. Then I ordered the speakers so the Moderator was at the end of the list, because you can order just speakers. This results in the moderator showing last in the title bar. In the description the separate Moderator section no longer shows, and all are listed as speakers with the Moderator being the last one. That is still clearly the Moderator as I had put (Moderator) after their last name. It also makes it easier to sort the sessions to prepare the evaluations to send to speakers as a speaker name is first in the

excel cell instead of the moderator.

- Sched shows the evaluations score and comments sent in by attendees of a session so speakers can see their evaluations if they are logged in. However, it shows the name of the person who submitted the evaluation so we have disabled that function for speakers to see. I have asked Sched to provide a way for us to disable this from the speaker's view again this year but I am not hopeful.
- Recommend that we continue to add exhibitors to Sched even for an in person event.

EVALUATIONS:

- Session evaluations have been sent to the executive. Of 3794 evaluations submitted, there were only 11 evaluations submitted from March 1 & 2. It closed on March 2nd.
- I have emailed the evaluations to each speaker for the sessions they delivered.
- Convention as a Whole results are not yet available. Provincial ATA ran the collector. Sue sent reminders out to the locals.