

Executive Assistant Report Dec 1, 2023

Bertha Yagos

Work Completed:

Updated Exhibitor map on website as booths are approved. Helps exhibitors know which booths are available when they register.

Proof program entries in the database for accuracy.

Prepared detailed reports for facilities to pass on to vendors.

Constant emails to speakers reminding them to sign and return their contracts.

Emailed all speakers whose contracts were not approved.

Work in Progress:

Prepare program for Sched.

Set up Pre-registration.

Email all speakers with the specifics of their contract and ask them to check if everything meets their expectations.

Add honorary president to website.