

Executive Assistant Report January 2023

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Work Completed:

1. Program is on Sched.
2. Exhibitors are listed in Sched.
3. Pre-registration is open and will close February 13th. 491 registrations so far. Some sessions are already full. <https://www.pdtca.org/pre-registration.html> The sessions in Sched have a link in the description. Speakers can log in and check the lists for their sessions so they have contact information for the teachers who registered.
4. Speakers have been notified of session details so they can double check them. We have had changes and cancellations as a result.
5. Delegate Information(with wireless info), Speaker Information and Student Teacher Information links have been added to the website. There are a lot of answers there and I try to add to it if someone emails with a question. The FAQ page link on our website is also mentioned on this page.

Work in progress:

1. After 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. They are also reminded to not go to an Off-Site session if they are on the waiting list.
2. Add new exhibitor registrations to Sched.
3. ATA Workshops and Staff Sessions are not in the program online, but will be as soon as we receive that information so will need to be added. Other than that, the sessions booked through speaking proposals and approved are all listed. We only just now received ATA staff session descriptions and will enter that online this coming week. We are still waiting for workshop session information.
4. Prepare the big binder of sheets showing payment information and session details and follow up with preparing speaker checks; create and print nametags which include lunch approval and internet access code; prepare big posters for stands, prepare door signs listing sessions for the CTCC; & prepare sign up sheets etc.

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

1. I need the bio for honorary president.

2. Teachers need to bring ATA cards for ID. They can them print online. This information and a link is on the Delegate Information page on the website.
3. Zoom help desk link for Sched is needed. Who will be at the Zoom Help Desk? This will be posted in Sched at the top of the page and on the side with the filters.