

June 2/3, 2023 Executive Assistant Report Bertha Yagos

Work completed:

- Our speaking proposal site opened in April and will close the middle of July. All speakers from last year have been emailed and invited to submit. Over 50 proposals have been submitted so far. I am seeing several new names as well as the regular speakers we have had.
- Please remind colleagues in your school division to submit a speaking proposal if they have something valuable to present.
- Please use the most current claim form which is on the minutes page of pdtca.org. It has the updated kilometrage of .65 per km.
- Exhibitor registration site is open. All 2023 exhibitors were emailed to let them know the registration page is open on our website and we have 12 registered so far.

Work in Progress:

- Preparing database and updating forms to email speaker contracts when the speaking proposal closes.
- Preparing files for audit.
- Working on a graphic map of exhibits that shows the booth location, booth number and the exhibitor name.

Miscellaneous:

Link to Highlights you can pass on to teachers in locals:

<https://www.pdtca.org/meeting-dates--highlights.html>