

March 24/25, 2023 Executive Assistant Report  
Bertha Yagos

Another wonderful year with an awesome team to work with!!! The first year as program chair is always a huge challenge and Alison did an amazing job.

EVALUATIONS:

- 2023 Evaluations have been sent to each speaker.
- Number of session evaluations turned in by teachers using Sched:
  - 2018 in-person – 377 evaluations
  - 2019 in-person – 905 evaluations
  - 2020 in-person – 912 evaluations
  - 2021 online – 5757 evaluations
  - 2022 online – 3794 evaluations
  - 2023 in-person – 1026 evaluations
- The convention as a whole evaluation was available on our website at [pdtca.org](http://pdtca.org). We received 126 evaluations. Evaluations were largely positive and teachers were happy to be in person. There were however a significant number of teachers who spoke to wanting online convention content available. Some of the major cited advantages were: cost savings; not being turned away when the room was full; being able to view a greater number of sessions; easily able to leave a session that was not as anticipated and choose a different one and being able to get into it.
- Draw winners for free hotel night compliments of the Hyatt and Fairmont Palliser:
  - Hyatt Room: Beatrice Bosch [beatrice.bosch@plrd.ab.ca](mailto:beatrice.bosch@plrd.ab.ca)
  - Fairmont Palliser: Sara MacLachlan [maclachlan.sara@gmail.com](mailto:maclachlan.sara@gmail.com)

SCHED:

- Sched shows the evaluations score and comments sent in by attendees of a session so that 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.

#### PRE-REGISTRATON:

- Closed Feb 13<sup>th</sup>. We had a huge number of cancellations after that, which I believe was due to the cold weather. In each case, someone on the waiting list was notified by email.

#### WEBSITE:

- Our speaking proposal site will open April 3, 2023. 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 am waiting to see how the convention format discussions play out.
- We use Caspio to host our database. I am exploring to see if there is a cheaper alternative that is as flexible.