

Executive Assistant Report January 2023

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ATTENDANCE AT CONVENTION

The deadline to apply to attend an alternate professional development or alternate convention is 2 weeks before the convention you would normally attend.

Information is on the web site under the Delegates button

- <https://www.pdtca.org/alternate-pdconvention-or-attendance-release-request.html>

OUT OF DISTRICT REGISTRATIONS AND OTHERS

There is information under the Delegates button at <https://www.pdtca.org/guest-registration.html> If you are eligible to attend, please follow the instructions on this page and pay all the appropriate fees. Please sign up at the information desk Thursday morning unless you received an email stating alternate arrangements.

Work Completed:

1. Program is on Sched. We have about 255 sessions even with cancellations.
2. Exhibitors are listed in Sched but I have to redo it due to Sched changing the name on the icon in Sched to the person associated with the email address who submitted the registration.
3. Pre-registration is open and will close February 11th. Over 800 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. I made an app for each speaker to 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 massive changes as a result. We have also had some cancellations.
5. Delegate Information, Speaker Information and Student Teacher Information links have been added to the website – a few bits of information are still being added as received. 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.
6. Honorary President is on the website. He sounds like an amazing person!

Work in progress:

1. After February 11th. I will 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 in Sched, but will be as soon as we receive all of that information. Other than that, the sessions booked through speaking proposals and approved are all listed.
4. Prepare the big binder of sheets showing payment information for each speaker along with 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.
5. Question – am I making board lanyards with QR codes for Sched etc. Which QR codes do we need on the lanyard?

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

1. Teachers need to bring ATA cards for ID. They can print them online. This information and a link is on the Delegate Information page on the website.
2. I will be meeting with the sales rep for our database sometime next week on Zoom. Their prices have increased and I need to make a case for how poor we are.:)