

March 22/23, 2024 Executive Assistant Report
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Another wonderful year with an awesome team to work with!!!

EVALUATIONS:

- Number of session evaluations turned in by teachers using Sched:
 - 2023 in-person – 1026 evaluations
 - 2024 in person – 1337 evaluations

- Hotel room winners for submitting evaluations.

Gail Smith	Christ the Redeemer
Bill Holmes	Foothills

- Evaluation results from Sched have been sent to the speakers. Over all the evaluations were very positive.

- Some responses to Sched Evaluations:
 - Presenter did not show. No one showed up and nothing was posted that it was canceled.
 - Response: If the session was cancelled it would be posted on the big posters and at the door and in Schd. When a speaker is a no show, attendees will notice this before board members unless there is a board member in that room. We had one speaker who was a no show this year and we still do not know what happened as there has been no response to our emails. The organization she works for has apologized.

Something this prevalent in education should have a larger seating capacity. Room way too big for this presenter.

Response: We ask speakers what size audience they want to speak to and choose a room based on that. It can be very difficult to move a session close to or during convention. Also if you look at the pre-registration information below you will see that even when teachers actually pre-register it does not mean they will actually attend. A crystal ball would be quite handy to determine room size!

At convention it might be easier to find an large empty room in a different time block or the next day and ask the speaker if they could do a repeat session

during that time and then email all the teachers who had added that session to their schedule in Sched and were turned away, to let them know they could attend the repeat session. I am sure the speaker would be honored to if they have the time!

I signed up but there wasn't room.

Response: You are not saving a seat when you sign up in Sched. Sched is not an attendance list and teachers are not admitted by name at the door. Signing up in Sched just adds it to YOUR schedule. Most teachers sign up for several sessions in a time block and then decide at convention which one they really want to go to. If a session is full, they then have other choices determined as to where else they want to attend.

Teachers who did not add the session to their schedule in Sched are just as eligible to enter the room as teachers who did.

Furthermore, we have no idea who the signed-up person is, as most are anonymous.

INFORMATION I HAVE SENT TO SCHED SUPPORT:

- Teachers think signing up in Sched means they are pre-registered and they are not. It just means they added it to their schedule. At our convention, there are 2 kinds of sessions. One is walk-in which teachers just sign up for in Sched, to add it to their schedule. The other is pre-registered and should not allow the current signup in Sched at all for our event.
- If we could disable the current Sched signup for our pre-registered sessions it would help. Then teachers would have to use the link we provide in the session description to pre-register.
- And the good news is that after asking for this for several years it looks like they should have this working in time to use for our 2025 convention.

OTHER PRE-REGISTRATION ISSUES:

- Teachers not showing up:
Zoo Session Attendance: Each session had a limit of 30 so you can see that there were quite a few people on the waiting list. Unfortunately, teachers are signing up and not showing up.
Adaptations Biodiversity in Wild Canada 54 were signed up 30/30 attended

Escape Extinction Conservation Science	27 were signed up	15/27 attended
Inspiring Action	45 were signed up	22/30 attended
Nature Journaling	94 were signed up	23/30 attended
Citizen Science	35 were signed up	13/30 attended

For an off-site session if teachers do not attend and do not remove themselves from the pre-registration list it leaves empty spots. For on-site sessions teachers can line up at the door and hope to get in, but for off-site nobody is going to go to the session and line up in case there is a no show.

There is no consequence if teachers are pre-registered and then don't turn up. The consequence falls on the person on the waiting list because the signed-up person ahead of them on the list did not remove their name.

In emailing with the Zoo Staff to get this information, it looks like the pre-registration attendance for the Calgary Convention showed a similar poor turnout.

WEBSITE:

- Our speaking proposal site will open in mid April. I have a form on the home page www.pdtca.org for potential speakers to fill in their name and email, if they wish to be notified when the speaking proposal opens. If you know a good speaker and have their name and email address, anyone can submit to recommend that speaker and they will receive an invitation when the speaking proposal is available.

- Caspio has been our data collection and management system for many years. It is very difficult to learn to use and is growing increasingly expensive and there are extra charges for data usage much like your cell, so in exploring options I have decided to move to Cognito forms which is easier to use, does not charge extra for amount of data flow used and is cheaper. While Cognito charges for add-ons I believe we will still save at least \$1000 or more. While Cognito is not as advanced and diverse as Caspio I feel confident it should meet our basic needs. It also looks like we will be able to collect credit card payments right on the registration form for exhibitors.

WORK IN PROGRESS:

- Preparing speaker compensation for CRA
- Set up data collection for speakers applying for Convention 2025
- Transition from Caspio to Cognito for data management.