

**AGIC 2024 Conference Committee Meeting Notes**  
**Thursday, August 15, 2024**  
**11:00 am**

**In Attendance:**

Armando Palacios  
Cat Moody  
Emily Harding  
Jami Dennis  
Jen Psillas  
Jenna Leveille  
John Danloe  
Kevin Blake  
Margaret Tueller  
Nicole Funicello  
Pauline Loftus  
Robert Bush  
Sam Dinning  
Shawny Ekadis  
Steve Whitney  
Teresa Gregory  
Tisha Gonzales  
Troy Wiora  
William Nye  
James Lambert

**Committee coordination and meeting operation:**

- No discussion

**Action Items:**

None

**Outreach Committee Report:**

- Social media posts will be happening throughout the weeks until the conference
- Dine around: restaurants have been chosen and the flier is coming shortly
- List of mentees attending has been gathered and we are working on seeing who can help at the registration desk

**Action Items:**

None

**Budget:**

- No discussion

**Action Items:**

None

**Venue coordination:**

- Other venues –
  - Little America, Flagstaff –
    - Ballroom is too small to fit both attendees and exhibitors.
    - Food & beverage prices are double, and estimated total is \$146,609.02 (Prescott Resort was \$69,555.94)
    - AV charges - \$27,040.21 (Prescott Resort is \$4,000)
    - They do have 247 guest rooms.
  - High Country Conference Center & Drury Hotel, Flagstaff (NAU) –
    - Ballroom is much bigger, and we may only need to use a portion of it.
    - Food & beverage prices are higher, but closer to the Prescott Resort's.
    - The Drury Hotel only has 100 rooms, so overflow hotels would need to be used.
    - Grand total estimate is \$172,471.88 (Prescott grand total was \$114,341.31, so difference is \$58,130.57)
- Due this month –
  - Provide meal counts to the venue (8/19)

**Action items:**

Steve - Compile a list of dietary restrictions to provide to the hotel, after the menu is set -> gluten free, dairy free, nuts

**Event Management Platform Coordination:**

- No discussion

**Action items:**

None

**Conference Communication:**

- No discussion

**Action Items:**

None

### **Agenda & speaker coordination:**

- Do we need any more session moderators? -> just need help with the computer lab check-in, which is first come first serve
  - One person per laptop
  - Attendees need to sign roster
  - Sign to designate where to line up
    - And note in the general session
    - Use stanchions
  - Consider letting folks using their own laptops for the Esri sessions
  - Consider locking the room until ready
    - Moderator should be there 20 minutes prior
    - Attendees can show up 15 minutes prior
  - No saving seats
  - Required to check in with the moderator before entering the room
- Due this month –
  - Copy and arrange presentation slides on the computers
  - Create/Print Room Signs
  - Create/Print Certificates

### **Action Items:**

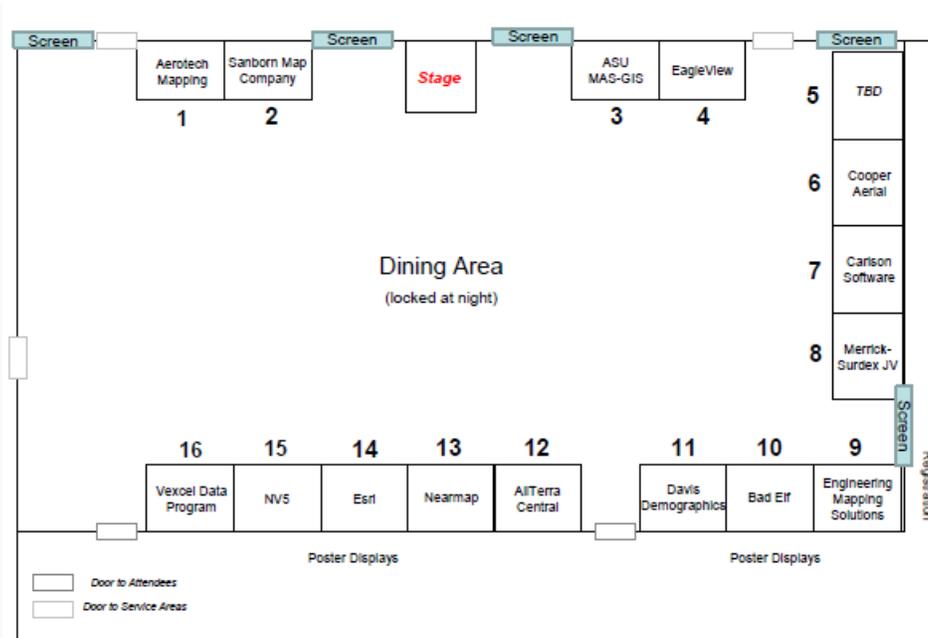
Steve –

- Copy and arrange presentation slides on the computers
- Create/Print Room Signs
  - Including where to line up for the computer lab
- Ask the venue about the use of stanchions outside the Arizona Room

Jami - Create/Print Certificates

## Exhibitor/sponsor participation:

- Sponsors as of 08/15 -
  - Gold = 7
  - Silver = 4 (but only 3 booths)
  - Bronze = 5
  - Breakfast Sponsor = 1
  - Tony Gonzales Student Scholarship Sponsor = 2
  - Iron Cartographer Sponsor = 2
- 16 exhibitor booths this year, so we are removing the ones on the left side of the ballroom, which will provide more space to spread out the attendee tables, and will reduce noise into the Copper Basin Room.



- Have we solicited for raffle donations? -> Yes, ongoing, and we are getting responses

## Action Items:

None

## Registration:

- 234 currently registered
- Have all the registration desk slots been filled? -> a few left to fill

## Action Items:

None

### **Maps & Apps Challenge:**

- 10 submittals –
  - 2 maps, and 3 with Jen's that is coming
  - None from students so far
- Solicit for more, and note that you do not need to attend
- Due this month –
  - Create info cards
  - Develop slide show
  - Develop Maps & Apps ballot, including Iron Cartographer
- Provide gift cards for winners – 7 total, \$25, amazon

### **Action Items:**

Jami – Send Shawny the conference logo

John – Send Shawny any new logos for Iron Cartographer or new sponsor logos – Works Consulting, and contestant names

Shawny –

- Create info cards
- Develop slide show
- Develop Maps & Apps ballot, including Iron Cartographer

Steve – Get gift cards from the meeting planner

### **Scholarships:**

- No discussion

### **Action items:**

Steve – Send scholarship awardees to Jami & Nicole

### **Printing:**

- Status of the posters and room agendas –
  - One more sponsor for the posters, and due by COB the 16th
  - Room agendas can wait until the morning of the 23rd
- Due this month –
  - Presentation room signs
  - Conference signage
  - Name badges
  - Vegetarian meal tickets
  - Additional flyers? -> No
  - At-a-glance agenda -> 2 pages, back and front
    - Just print for the registration desk, so 75
    - Note in the email to attendees to print their own
    - Print a large page for each day to put on an easel

**Action items:**

Steve –

- Presentation room signs
- Conference signage (ASLD)
- Name badges
- Vegetarian meal tickets

Jen - At-a-glance agenda

**Computer labs:**

- Laptops are being configured
- Due this month –
  - Configure base items/software
  - Install and test presenter software

**Action items:**

John –

- Configure base items/software
- Install and test presenter software

**T-shirts:**

- No discussion

**Action items:**

None

**Order Materials:**

- Everything has been ordered

**Action items:**

None

**Attendee Packet/Supplies:**

- Dine around flyer status -> in progress
- Town info brochure status -> done
- Trail maps -> Cat will provide
- Due this month –
  - Sponsor swag

**Action Items:**

None

**Social Events:**

- Any flyers for this? -> none, and covered by the attendee notices

**Action Items:**

None

**General:**

- Need a volunteer to change out the daily breakout room agendas -> Margaret
- Need someone to post the daily announcements -> John
  - Will need admin privileges in Eventsquid
  - Emails will be done by Jen

**Action Items:**

None