



International Field Directors and Technologies Conference

September 8, 2011 Organizers Conference Call Notes:

Present: Kelly (Elver), Wayne (Hatcher), Rita (Koontz), Vince (Parker), Josh (Seeger), Joyce (Sweeney)

Absent: John (Stevenson)

AGENDA:

1. Final approval 2011 Annual Meeting Minutes and approval to disburse minutes
2. Tech meeting schedule update
3. Schedule Field conference call brainstorming session
4. Discuss timeline for updating field and tech suggested topic lists for inclusion with the 2012 Call for Program Participation
5. Planned date to send out the 2012 Call for Program Participation
6. General timeline (attached)
7. OTHER:

NOTES:

1. 2011 Annual Meeting Minutes were approved. Disburse according to IFD&TC Bylaws, send link to minutes on website to all previous attendees (i.e., names in IFD&TC database).
2. Vince and Josh will work offline to coordinate a meeting of the Technologies Advisory Group.
3. Wayne and John will talk about a date for a Field brainstorming session. Please e-mail suggested participant names to Wayne and John by September 30th.
4. Timeline of sending the 2012 IFD&TC Call for Program Participation was discussed. Send a "Save the Date" e-mail the first of October and as soon as the Tech and field sessions can take place to update the Suggested Topics lists the formal call for the program will go out as soon as the lists are available.
5. See item 4.
6. General Timeline for conference activities is attached to these minutes and was discussed as a working document with proposed dates and information to be modified as needed. See attached.
7. OTHER:
 - a. Keynote speakers for the 2012 conference were discussed. Organizers will compile a list via e-mail and discuss on the 9/22 call.
 - b. Next call is **Thursday, September 22, 2011, 2:00pm EDT/1:00pm CDT/11:00am PDT**

Call concluded. Respectfully submitted, Rita Koontz, Registrar

Conference Call Schedule (Thursdays, 2:00PM ET))

2011

September 8, 2011
September 22, 2011
October 13, 2011
October 27, 2011
November 10, 2011
November 24 NO CALL
December 8, 2011
December 22 NO CALL

2012

January 12, 2012
January 26, 2012
February 9, 2012
February 23, 2012
March 8, 2012
March 22, 2012
April 12, 2012
April 26, 2012
May 10, 2012



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Timeline of Activities for IFD&TC May 20-23, 2012

1. IFD&TC Organizers debrief, review timeline, suggested topics, invite keynote speaker, review forms, decide on topics of invited sessions, seminars July-December
2. Request for Participation November 1, 2012
 - a. E-mail message to the IFD&TC database list inviting potential participants to go to the Website@ <http://www.ifdetc.org> to enter their participation ideas. Census is e-mailed separately, to Census Conference Coordinator, other large organizations, ok'd e-mailing individuals.
3. E-mail reminder for program participation January 3, 2012
4. Participant Forms and Abstracts due via IFD&TC website. January TBA, 2012
5. Program organizers meet to compile preliminary program/database work January TBA 2012
6. Work continues on preliminary program, session recruitment Feb, 2012
7. Ongoing work defining sessions and selecting session facilitators. (Includes program refinement, communication with facilitators, etc) Jan-March, 2012
8. Registration website open (this includes preliminary program) March 1, 2012
9. E-Mail invitation and reminders to register on the IFD&TC website* Mar 1-Apr 15, 2012
10. Registration and Fees Due April 15, 2012
 - a. NOTE: During this time we are finalizing the program including facilitators, checking to see if all people on the program are registered and have reserved rooms, assigning session rooms, etc
11. E-mail invitation to visit website to all attendees review final program, view transportation info and any other current conference information, asking facilitators to note that session attendee estimates are now on the program. Joyce assigns rooms if not already completed April 30, 2012
12. Final Program to Printer May 4, 2012
13. Final conference call to decide on opening session format, announcements and details of business meeting May 10, 2012
14. Shipment of Registration Materials May 14, 2012
 - a. Final Program (which includes Evaluation Form & Business Meeting Agenda), Name Badges, Hotel Map, List of Conference Attendees by Name and Organization, RDDining Numbers, Special Event Tickets, etc, etc

* The website includes participation or registration forms, preliminary conference schedule, contact information, suggested topics list, hotel information, transportation info (nearest airport, airport/hotel van, etc.), member directory, history, charter, AAPOR joint sessions and short courses and other information. www.ifdetc.org