



**October 2, 2013 - 2014 IFD&TC Conference Planning Call:**

**Present:**

Christy Storey (Co-site Coordinator)  
Rita Koontz (Co-registrar)  
Kelly Elver (Co-registrar)  
Rob Schofield (Small Shop Technical Organizer)  
Gina Cheung (Large Shop Technical Organizer)  
Amanda Richardson (Small Shop Field Organizer)

**Absent:**

Joyce Sweeney (Co-site Coordinator)  
Julie Brown (Large Shop Field Organizer)

**AGENDA:**

1. **Registration (as needed)**
2. **Site (as needed)**
3. **Update from Program organizers regarding topic lists**
4. **Keynote speakers and closing session discussion**
5. **Target date for opening website for the call for participation.**
6. **Select January program planning meeting date and location**
7. **Other**

**NOTES:**

**1. Registration**

- Rita provided an update on the issue of obtaining non-profit status. The advisory committee has scheduled a meeting to begin working on the process, which Kelly will attend as a representative of the organizing committee. Kelly will invite one of the advisory committee committees to present to the OC on a future call when they have progress to report.
- Kelly gave an update on the process of migration of the registration tech from WSU to a web based system.
  - Various software solutions have been investigated
  - Rita, Kelly and the tech staff at UWSC met with CVENT, a company that provides web based conference registration services. We learned that CVENT does NOT provide program creation services, and in fact, none of the researched conference registration companies have this service available at the present.
  - Other less inclusive systems are now being investigated, including the use of Word Press. Using one of these services would be cheaper, but require additional programming from IT staff at UWSC in order to create an open source, web accessible registration system that will be easily transferrable to future registrars.
  - WSU and UWSC IT staff will work together in the near future to share information about the current system for use this year, and begin constructing a new system to begin being used next year.
  - Kelly will take over most registration activities this year, and Rita will provide support.

- Kelly reported that the Save-the-Date e-mail was created and sent via MailChimp, and she will use the same system for the call for participation.
- Gina reported that the Chinese version of IFDT&C would like to receive the Call for Participation, and she will assist with translating the text of the e-mail into Chinese, and provide Kelly with a distribution list of potential Chinese attendees so they may be included in the mailing.

## **2. Site**

- Christy reported that we are on hold waiting for submissions from hotels in Florida for the 2015 conference.
- Christy and Joyce supplied contact information to Kelly and Rita for the LA Convention and Visitors Bureau. The CVB supplied some links for our web site and photos to be used in e-mails to attendees and on the cover of the program.

## **3. Update from Program organizers regarding topic lists**

- Field organizers planned a conference call with field advisors regarding topics on October 8.
- Tech organizers planned a conference call and in person meeting with tech advisors on October 4.
- Both groups will update their topics lists based on these meetings, and e-mail them to the Organizing Committee as soon as possible. Once they are approved, Rita will have the web programmer at WSU prepare the web site to open for the Call for Participation.

## **4. Keynote speakers and closing session discussion**

- Both Tech and Field will look for suggestions for Key Note speakers during their Topics calls.
- Several possible candidates were suggested including Eleanor Singer, and Mick Couper, who Amanda thought might speak about Confidentiality, Privacy and IRB issues.
- Kelly was tasked with asking Nora Cate Schaeffer to check in with Eleanor, and see if John Stevenson might contact Mick.
- Another potential topic mentioned for Key Notes was cross cultural and international research.
- Gina was tasked with speaking to Beth Ellen regarding Peter Molher (sp?) to speak on this topic.
- Possible ideas for the closing session were discussed, and will be discussed again on next call.

## **5. Target date for opening website for the call for participation.**

- Target date was set for October 15.

## **6. Select January Meeting Date (Program and Registration Attends)**

- Dates were set for the January program planning meeting of January 15 for travel, meeting on the 16<sup>th</sup>, 17, and possibly part of the 18<sup>th</sup>
- The meeting location will be New York City.
- Rita is organizing rooms and meeting space.

**Call concluded. Respectfully submitted, Kelly Elver, Co-Registrar**