



International Field Directors and Technologies Conference

October 10, 2012 Organizers Conference Call Notes:

Present: Kelly (Elver), Rita (Koontz), Josh (Seeger), Rob (Schofield), John (Stevenson), Julie (Brown), Joyce (Sweeney), Christy (Storey).

Absent:

AGENDA:

1. **Welcome to Julie and Christy!**
2. **Site (as needed)**
3. **Review time-line (see attached)**
4. **Topic Lists for Call for Program Participation (see attached)**
5. **Target date for opening website for the Call for Participation. (Should we send a save-the-date e-mail in the mean time?)**
6. **Select January Meeting Date (Program and Registration Attends)**
7. **Other**

NOTES:

1. **Welcome Julie and Christy:**
2. **Site**
 - Joyce reports that Carol has begun contacting hotels in the Los Angeles area, but has not yet received any bids. The possible locations include Long Beach, and Joyce will update us when there is more news.
 - No additional news regarding Providence.
3. **Review time-line**
 - Discussion included the suggestion to add the date when the expense spread sheet should be completed in order to facilitate registration fee setting. Josh sent around the spreadsheet from last year.
 - A date will also be set as a target to set the registration fee in order to make it easier to meet the deadline for opening the registration web site.
 - Kelly will add these two dates to the Timeline in late January and early February and send a revised timeline.
 - Joyce mentioned that hotels are often concerned at the lack of room reservations so close to the conference. Solutions offered included moving up the date of the close of registration and hotel reservations to April 10. Easter in 2013 is on March 31, so should not interfere with registration closing.
 - Julie and Rob suggested that more reminders to attendees to make hotel reservations might be helpful, and Rita has offered to send additional reminders about that in late March.
4. **Topic Lists for Call for Program Participation**
 - Last year's topic lists were distributed before the call.
 - Josh and Rob have a Tech Topic Advisory Group meeting scheduled for October 18.
 - John and Julie will meet to plan the Field Topic Advisory Group meeting, hopefully in the next two weeks.
5. **Target date for opening website for the Call for Participation. (Should we send a save-the-date e-mail in the mean time?)**
 - Following the topic advisory group meetings, Field and Tech will share their lists with each other, review for overlap, and finalize their topic lists.
 - Field and Tech organizers will then e-mail updated topic lists to the conference planning group for review.
 - Once approved, Rita will open the web site for the Call for Participation.

- Rita will send a **save-the-date** e-mail to the attendee list in the mean time to remind them of the dates for submitting abstracts.

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

- Kelly will send a Doodle poll by the end of the week with possible dates for the program meeting to include January 17 and 18, or January 24 and 25.
- Locations will be discussed when dates are finalized.

7. Other – Key Note Speakers

- Discussion was held regarding securing Key Note speakers. We may recruit up to 3 key note speakers, an Overall speaker for the first day, and possibly a Tech and Field Key note to speak opposite each other on the second morning of the conference.
- Josh mentioned a speaker from the list last year, **Arthur B. Kennickell, Assistant Director, Program Direction Section · Research and Statistics; Federal Reserve Board. He presides over the Survey of Consumer Finance.** He would like to investigate his availability again this year.
- Discussion was held on how Keynotes are chosen, and Rita sent around the list of potential key note speakers compiled to date.
- Additional discussion will take place on our next call.

TO DO List:

1. **Make a final decision on dates of the registration period**
2. **Discuss potential key note speakers and finalize a plan for who to invite**
3. **Select a location for the program meeting.**
4. **Send a Save the Date e-mail regarding Call for Participation soon.**

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