INTERNATIONAL FIELD DIRECTORS AND TECHNOLOGIES CONFERENCE

**February 13, 2013 Organizers Conference Call Notes:**
Present: Kelly (Elver), Rob (Schofield), John (Stevenson), Christy (Storey), (Koontz), Julie (Brown), Joyce (Sweeney)
Absent: Josh (Seeger)

**AGENDA**:
**1.    Site**

**2.    Keynote speaker final review**

**3.    Begin Discussion to Set Conference Registration Fee**

**4.    Other**

**5.    Program planning update  (for program planning group members)**


**NOTES:**
**1.  Site**
- Joyce and Christie will be heading to LA in February.
- Joyce has not yet heard back from the new Omni Hotel in Providence regarding menus but hopes to soon.

**2.  Keynote speaker final review**
- Keynotes are now all finalized, and arrangements are being made regarding reimbursement etc.

**3.  Begin Discussion to Set Conference Registration Fee**
- The task of reviewing the previously used spread sheet for registration fee setting was given to Rob, with a request that he speak with Josh, and make recommendations for any improvements or updates he may wish to make.
- Rita sent the previous spreadsheet around for review
- People with numbers to contribute to the spreadsheet will try to get their info together to share and e-mail them around to the group for review.  This includes
    o   Hotel and menu costs from Joyce
    o   AV estimate from Rita and Kelly
    o   Other operating costs from Rita
- We will try to set the registration fee at our next meeting on February 27, so that registration can open on time in March.

**4.  Other**

**5.  Program planning update  (for program planning group members)**
- Program planning members began a review of the most recent program, with some suggestions for changes.  We ran out of time, but will take up the review again beginning with session 10F next time
- Rita volunteered to contact Bill Connet for the closing session confirmation.
- Rob and Josh will create focus statements for each of the tech sessions where those are missing, and forward them to Rita.

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