



**February 19, 2014 - 2014 IFD&TC Conference Planning Call:**

**Present:**

Joyce Sweeney (Co-site Coordinator)  
Rita Koontz (Co-registrar)  
Kelly Elver (Co-registrar)  
Eric White (Small Shop Technical Organizer)  
Julie Brown (Large Shop Field Organizer)

**Absent**

Christy Storey (Co-site Coordinator)  
Gina Cheung (Large Shop Technical Organizer)  
Amanda Richardson (Small Shop Field Organizer)

**AGENDA:**

- 1. Registration (as needed)**
- 2. Site (as needed)**
- 3. Keynote speakers and closing session discussion**
- 4. Program Review**

**NOTES:**

**1. Registration**

- Kelly suggested that for now, Gina use a figure of \$8,000 for the AV expenses on the fee setting spreadsheet, and noted that Gina has received financial info from Bill M. to include. Joyce noted that the site coordinators are still working with the hotel to choose menus, and hope to have food expense estimates worked out soon.
- Rita noted that if we have that info to Gina and in the spreadsheet in the next 2 weeks we should be on target to set the registration fee in time.
- The request for AV Bids has been sent to AV providers in Pasadena, and we are waiting for proposals.
- Rita noted that confirmation to those who submitted abstracts would go out in the next few days, and the program will be updated and posted on the web site as soon as possible after she receives updated text from program team members.

**2. Site**

- Three hotels with a tentative hold. The W resort, the Hilton, the Hyatt in Fort Lauderdale.
- Joyce and Christy traveling in to Fort Lauderdale on March 10 for site inspection.
- Joyce sent a link for online reservations from the Pasadena hotel for Rita to post on the IFD&TC web page when registration opens.
- Joyce noted that if we should fail the hotel credit check, deposits will be required by the hotel before the conference. Rita has indicated we could cover the cost of these deposits.
- Hotel expenses for keynote speakers were discussed.

**3. Keynote speakers and closing session discussion**

- Keynote speakers are set and confirmed.
- Plans are moving ahead for the closing session game show plans, and will be discussed more by Rita and Julie off line.

#### **4. Program Review**

- Program Committee will send updated text for focus statements to Rita and Kelly as soon as possible.
- Gina and Eric will develop text related to the new tech trainings, and any links needed to sign up, and download any needed info or software for each session. Text on this will appear in the e-mail about registration, as well as on the registration web page.

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