



2014 National Title I Conference Planning Committee October 21, 2013

Meeting Minutes

Committee Members in Attendance: Margaret MacKinnon (AK), Otistene Smith (AR), Yvonne Ryans (WA), Gayle Pauley (WA), Dianne Stuehmer (NE)

A+ Events Staff in Attendance: Lisa Brandes, Steve Lund, Monica Kemper

Conference Update

Lisa Brandes gave the following update about the Conference, as of October 18th:

- 779 registered attendees (on track with last year)
- 158 exhibit booths sold – nearly half (20% ahead of last year)
- Distinguished Schools:
 - 40 states confirmed
 - 6 SEAs not participating (HI, MA, BIE, RI, VT, WI)
 - 6 states undeclared (CT, DC, NH, NY, NM, TX)
 - Materials being sent out as schools are named
 - Ongoing Principal interviews with Steve Lund – a chance to connect personally with each school
- Sessions:
 - 106 Sessions Accepted
 - 4 Keynotes
 - 12 Featured Sessions
 - Contract with each presenter, not just one contract per session
- Online Session Schedule – Now Available
 - Updates every 24 hours with newly confirmed sessions
 - Filter & sort by session, theme, or presenter
 - Coming Soon: Ability to create individualized agenda

Role of Conference Planning Committee and NASTID Members

- Visible Committee presence, answering questions and collecting feedback
- Serve as additional “eyes and ears” to gauge audience contentment
- Help ensure that all sessions are hosted by a member of the National Title I Association
- Session Hosts:
 - Expanded concept over prior year “Introducers”
 - Involves Association members in an important way in the major NASTID professional development activity



National Title I Association

a National Association of State Title I Directors

- Helps reinforce the “ownership” of the Conference in minds of the attendees
- Sign Up Process:
- Starting December 15th
- Members review the session schedule
- Choose the session they wish to host from those available
- Scripted introduction available for download
- On Site:
- Pick up presenter gift from the registration counter
- Arrive at session room 10-15 minutes early
- Session Duties:
- Welcome the presenter(s) on behalf of NASTID
- Give on-stage introduction (prewritten script, available in advance)
- Complete session host feedback form (member-focused “how did it go” information used in planning)
- Alert staff to any problems (temperature, overcrowding, attendee medical issues, etc.)
- Remind audience to evaluate sessions
- Thank presenter(s) and provide gift at conclusion

Discussion:

- How best to encourage all Active & Associate members attending the conference to serve as host?
- Could Committee Members help recruit colleagues?
- Margaret: Suggested sending an email to the membership to let them know – if they plan to attend the Conference – even if not registered yet – they can sign up to introduce a session ahead of time. Committee members should have first choice – especially for keynote and featured larger sessions.
- Lisa: Yes we can open up session host signups to committee members earlier. Then allow all Association members to sign up.

Next Committee Meeting:

- Monday, January 13th
- Topics:
 - Status of session hosts
 - Final briefing before the Conference

Respectfully submitted,

Monica Kemper, Communications Director