

# NASIG Newsletter

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## Other NASIG News

### NASIG 2010 Conference Report

Overall, the 2010 NASIG Conference went off without any major disruptions or issues. The Rancho Las Palmas resort was a wonderful facility and the convention staff exceeded our expectations. The Conference Planning Committee report will address specific issues:

#### Conference Planning Committee Information

Planning for the conference went extremely well. The CPC had a wonderful committee. The committee performed admirably and worked very hard during the entire planning process. We recommend adding one or two more committee members, as this would make the overall planning much easier, and committee duties could be even more equally distributed. A huge factor is the continued involvement of Joyce Tenney. Joyce is the planning guru, and her continued involvement is important to the success of future conferences. If Joyce is looking to retire at some point, it will be important for NASIG to identify a successor to whom Joyce can pass along her knowledge and valuable insights.

#### Food and Beverage

Reeta Sinha and Lisa Spagnolo handled the food and beverages for the conference, and they did a fabulous job. CPC did not receive any negative feedback regarding food and beverage. Having restaurants on site and close by provided more flexibility for attendees and saved food costs for the committee. Conference attendees seemed fine with having only one break each

day. The resort staff was great with regards to the food and beverages, and we did not have any problems. The only issue of concern was running out of water bottles for attendees on Saturday afternoon. The resort did have water available in each conference room and in the hallways, so it was not a huge issue.

#### Audiovisual

Keith Powell was in charge of coordinating the AV aspect of the conference and was incredible. Keith helped negotiate the cost for the AV, and made certain the all of the speakers' needs were met. The AV company at the resort was outstanding; the company was very flexible with pricing, as well. NASIG's ability to provide wireless access throughout the conference center was met with enthusiasm, and was enjoyed by attendees. Overall, we did not have any major issues with AV.

#### Publicity

One of the biggest issues we encountered during the conference planning was publicity. There was a bit of confusion about who should send messages, and where. Only near the end of the planning cycle did we found out about the Publicity & PR Committee, which will send out messages; we were able to work effectively with this committee. Our only recommendation with regards to working with the Publicity & Public Relations committee is that they seem to have only a few listservs identified for sending messages. The CPC sent messages to many state listservs that are not used by the Publicity & PR

committee. Overall, the main concern was flooding listservs, and NASIG members, with messages. There needs to be an effective publicity communication plan coordinated among the CPC, PPC, and the Publicity & PR Committee.

### **Conference Website**

Lisa Spagnolo handled the website, updated each site efficiently, and did a great job overall. The conference website worked well. This was the first year that conference handouts were posted on the website. NASIG should continue to post handouts on the site, so that attendees can print these to bring to the conference.

### **Transportation**

The CPC did not receive any negative feedback about transportation issues from attendees.

### **Registration Desk**

Catherine Nelson and Jennifer Arnold set up the registration desk and helped schedule time slots. Catherine and Jennifer were well-organized, and worked tirelessly at the desk. The registration desk functioned efficiently. This year, we did not have bags or make packets for attendees. We did not receive any negative feedback concerning the lack of conference bags, and many attendees brought their own, including extra bags for others. The bag contest was well received. Not having to make packets saved the CPC lots of time, and some attendees downloaded their own handouts from the conference site and brought them along. The CPC did make copies of all of the handouts,

and did run out of them; no attendees expressed any negative feelings to the staff, as the handouts were also available on flash drives. NASIG should continue to offer flash drives, as this will save money and time.

### **Registration**

Jennifer Arnold, who handled conference registration, did not have any issues to report.

### **Other Information**

The vendor expo was very well received, and should continue at future conferences. Vendors mailed their packages to the hotel ahead of time, so the logistics of setting up the event was easy. If the vendor expo is held at future conferences, food and beverage should be provided.

### **Conference Budget**

The CPC was able to save money by:

- Negotiating with the AV company
- Not providing bags and packets
- Limiting large signage: 8½ X 11-inch signs outside conference rooms were adequate
- Having only one break per day
- Attendees having lunches on their own.

The CPC did not go over budget for any of the expenses.

Respectfully submitted on September 21, 2010.

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