

NASIG Newsletter

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Committee Reports

2010/2011 Program Planning Committee Annual Report

Submitted by: Anne Mitchell and Michael Hanson

Members

Anne Mitchell, chair (University of Houston)
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Michael Arthur, member (University of Central Florida)
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Karen Davidson, member (Mississippi State University)
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Danielle Williams, member (University of Evansville)
Paoshan Yue, member (University of Nevada, Reno)
Steve Kelley, board liaison (Wake Forest University)

Narrative of Activities since Last Report

2011 Conference Program Slate

The main business for the Program Planning Committee in 2010/2011 was to develop and oversee the execution of the program for the 2011 conference.

1) Vision Speakers

Two vision speakers were selected through discussions among the PPC and Board. Adam Bly and Paul Duguid were the slated vision programs.

2) Strategy and Tactics Sessions

The strategy and tactics sessions were filled through two calls for proposals and ideas. A total of 46 proposals were received; 27 from the first Call and 19 from the second Call. In committee deliberation, PPC made the decision not to combine programs on similar topics, but to select the strongest proposal. In the end, a slate of 12 strategy and 16 tactics sessions, with a total of 28 programs, was approved. The final slate (http://www.nasig.org/conference_program.cfm) consisted of 9 strategy and 15 tactics sessions. As the conference approached, there were the usual incidental changes to speaker line-ups and program abstracts.

3) Preconferences

The 2011 conference offered three preconferences: a full-day RDA preconference held on Wednesday, June 1, a half-day preconference on budgeting fundamentals held on the afternoon of Wednesday, June 1, and a half-day troubleshooting preconference held on the morning of Thursday, June 2. The RDA preconference reached maximum registration of 25, the trouble shooting preconference had 37 registrants (cap was 40), and the budgeting fundamentals had 14 attendees.

4) Posters

In response to the call for proposals, 7 poster proposals were received. Posters were available 9am - 4pm on Saturday, June 4, with presenters available to discuss their posters during the afternoon break. The poster sessions were particularly strong this year.

5) Informal Discussion Groups

PPC handled Informal Discussion Groups (IDG) differently this year based on prior conversation with the Board. It has been the opinion of the PPC chairs that PPC intervention in this type of informal programming was both inappropriate, and an unnecessary distraction to PPC at a time when we need to focus on the formal programming. This year PPC opted to accept all groups as proposed, and invite conference attendees to indicate their areas of interest in order to allocate rooms efficiently. This system worked particularly well, and PPC plans to continue organizing IDG in this manner.

6) Other Program Content

PPC's involvement in other program content, such as the Vendor Expo, is limited to managing the schedule.

7) Schedule

Another responsibility of PPC is setting the daily schedule for conference events. The start time for official events was 9am, with the Friday business meeting and the Saturday committee meetings occupying no-conflict times. Informal Discussion Groups were moved back to a lunchtime slot so as not to occupy time that could be devoted to formal programming. This conference we had five Tactics timeslots rather than three, to reduce the number of overlapping programs. We hoped this would provide a richer experience for the many conference-goers who are not involved in NASIG business functions.

Reimbursement Guidelines and Speaker Costs

8) Strategy and Tactics Session Reimbursement

Under the reimbursement guidelines that were updated last year (http://www.nasig.org/conference_compensation.cfm), up to three speakers per strategy session are eligible for full registration waivers, and up to two speakers per tactics session are eligible for half-price registration.

Twenty strategy speakers accepted conference registration waivers. This could be valued at \$7,500, given a member registration rate of \$375. Eighteen tactics speakers accepted half-price registration. This could be valued at \$3,375. The total cost of waivers, \$10,875, is slightly higher than last year's \$9,975, but still markedly lower than in previous years. This may be attributed to new limits on the per-program number of speakers who may receive compensation, and a general shift away from large panels of speakers.

9) Vision Speaker Costs

For vision speakers, compensation packages were individually negotiated. Vision speakers' expenses for honorarium, travel and lodging expenses, and waived registrations came to \$5,601.84, which is less than last year's estimated vision speaker costs of \$5,950.

10) Preconference Speaker Costs

For preconference speakers, the standard compensation is half-price conference registration and two nights lodging, but compensation was negotiated with invited speakers. Costs amounted to \$2,414.58. CPC had associated costs for AV, catering, etc. and we incurred some modest costs for materials. The preconferences sold well, and we assume that they made money.

11) Other Activities

As noted in previous Board reports, PPC had a number of other activities this year:

- Considered the report from Evaluation & Assessment from the 2010 conference in developing the schedule and program slate.
- Updated the PPC manual. A complete revision of the manual is planned for the second half of 2011. Anne Mitchell has volunteered to take on this project after concluding her term as chair.

12) Current Activities

- Distributing Call for Proposals for 2012 conference.
- Collecting names for Vision Speakers.
- Collecting ideas for Preconferences.

13) Acknowledgments

We would like to thank all the committee members for their hard work in bringing together an exciting program for the NASIG membership. Steve Kelley was invaluable as our Board Liaison, and we appreciated his efforts in keeping us all moving forward. We are pleased to have Karen Davidson as our incoming Vice-Chair for 2011/2012.

Recommendations to Board

- Evaluate timing of PPC's annual report. Anne has been out of the chair position for a couple of months, yet the majority of work reported on in this document deal with her work the past year. What is more, many changes have already been instituted post-conference/pre-call for proposals. Though everyone wants a break after the conference, perhaps the time for PPC's annual report is soon after the conference.
- Continue to address the issue of conference publicity. We saw very little publicity for last year's conference, which was disappointing given the work that NASIG speakers and planners put into bringing the conference to fruition. Given that the annual conference is NASIG's most visible and significant product, there is a great need for thoughtful, well-timed publicity, and we believe there is more that can and should be done to further this aim.

Submitted on: August 15, 2011