

## Assessment of 2011 PNW-ASEE Conference – Gonzaga University

**S: Strength** (Something to be retained)

**I: Improvement** (Something to address)

### LOGISTICS/PLANNING

S: **Organizing committee**—set up at Fall meeting and met by phone monthly until January and then bi-monthly until the conference; average call <30 minutes; ~5 action-oriented members

S: **Date selection** – Thurs board meeting/Friday sessions/Saturday morning special activity; allows local people to participate w/one work day commitment and long-distance folks w/1 ½ workday commitment

S: **Proximity to transportation hub** – boosts attendance; maximizes meeting time; minimizes travel time

S: **Website/newsletter** – public resource that evolves throughout planning cycle; no printing headaches

S: **Contingent of grad students** – added energy to the conference and increased critical mass; set a goal of 25% student attendees; possible area for section investment via student stipends

S: **Abstract submission via jotform** – keeps submissions in place that can be accessed from anywhere

S: **Meetings and meals in same room** – keeps attendees in central location

I: **Coordination w/National** – inform ASEE webmaster about our conference dates well ahead of time; even though we're on the ASEE site, they don't know what we are doing

I: **Registration Funds** – puts specials burden on host school; worked we this year but local rules on different campuses could complicate things

I: **Advertise student registration rate** – post this explicitly on the website

I: **Moderators** – provide service to presenters; assign one for each session as part of advance planning

I: **Forecasting meal attendance** – Ask attendees to indicate which meals they will be present for as part of registration

I: **Spatial proximity of parallel sessions** – having sessions near one another (ideally in same building) promotes group interaction between sessions and minimizes transition time

I: **Award recipient no-shows** – present awards to those not attending conference, or active in section?

I: **Meeting should add momentum to section** – should look at a way to keep new participants involved

### KEYNOTE

S: **Well-known personality** – acts as a draw for participants who might be on the fence

S: **Large group active learning** – promotes large group networking and discovery early in the conference setting the stage for additional interaction/collaboration

S: **Present for entire conference** – Jim actively participated in other sessions and conference meals

S: **Clearly communicated reimbursement package** -- \$1000 plus travel is sustainable for the section

S: **Room with tables** – facilitated group activity and discussion

I: **Table seating** – actively mix people up via their nametags

### BREAKOUT SESSIONS

S: **Critical mass for parallel sessions** – good sized audience for 2 sessions w/attendance of 45

S: **Scheduling** – four presentations per 80-90 minutes allows for thorough presentation and robust Q/A

I: **Timing** – provide visual feedback to presenter & moderator by a timekeeping device

I: **Transition time** – 15 minutes was too short; adding just 5 more minutes would be more comfortable

I: **Technical difficulties** – have presenters check their presentations in advance, especially those which use advanced Powerpoint features

I: **Closing session** – shouldn't be a paper session; workshop/panel/field trip would be higher energy

I: **Panel discussion** – structured discussion on topic of general interest; esp for WCERTE join meetings