COMMITTEE

The Event Chair primary responsibilities are:

- Soliciting Plenary Speakers and Panels
- Oversee:
    o Technical Program Chair
    o Exhibits and Sponsorship Chair
    o Academia Program Chair
    o Volunteer Chair (Host Chapter President)
    o Tutorials Chair
- Soliciting Volunteers
- Overseeing the Speaker Ready Room

The Technical Program Chair primary responsibilities are:

- Building, tracking, and managing the Technical Track Sessions
- Soliciting Technical Track Session papers
- Soliciting Technical Track Chairs

Develop the overall theme and technical track session topics very early on for the call-for-papers.

Having monthly telecons with agenda and participation from the entire committee was very helpful.

All committee members have cell phone for hotel staff.

The Chapter needs to be involved more, get ownership and responsibility early on in the program.

Have a committee meeting on the afternoon/evening before the event begins for an on-site kick-off.

Have at least one face to face meeting early in the planning process.

Thank you to volunteers early and often during the Plenary Sessions. Thank you certificate or letter from ITEA President and Event Chair.

Need official photographer.

EVENT LOGISTICS

Event should be scheduled for:
- Monday travel day
- Tuesday tutorials
- Wednesday – Friday Noon plenary and technical track sessions

Alternative schedules - Bookend event with half-day tutorials
- Option 1
    o Monday travel day
    o Tuesday morning tutorials
    o Tuesday afternoon opening plenary
    o Wednesday – Friday Noon plenary and technical track sessions
    o Friday afternoon tutorials

- Option 2
    o Monday morning travel
    o Monday afternoon tutorials
    o Tuesday – Friday Noon plenary and technical track sessions
    o Friday morning

Start at 9 am and end at 6 pm?

Hold Academia Day program to include robotics/STEM competition. T&E as a career.

PLENARY SESSION

ITEA President should open the event, presentation of colors, and national anthem. Acknowledge the Event Chair and host chapter(s).

Solicit color guard and national anthem speaker 90+ days out.

Local politician – Mayor, Senator, Representative – to provide welcome message.

Speakers (Keynote, Featured, and Guest), Panel topics, and Panel Chairs identified very early to allow for early promotion and marketing. Keep in mind, it was more difficult getting senior and featured speakers than anticipated

Panel of Technology Speakers. Range Commanders Perspective Panel.

Most inclusive topics and speakers. Expand non-DOD/Aerospace. Inclusive of non-DoD areas.

International integrated into the mix, not a panel of foreigners.

Recognize and thank international attendees.

Town Hall type panel.

Tap into the ITEA Senior Advisory Board for key speakers or a 'fall-back' plan for canceled speakers and panel members.

Need someone responsible for Q&A (running around with microphone).

Have index cards for Q&A that are collected and read for the speaker/panel response.

Presenting gifts to the speakers, needs to be scripted.

Encourage panel chairs to have conference calls with panelists. Reinforce event theme.

Keep hottest topic and speakers until the last day?

Use Facebook Q&A during plenary session with projection on a separate screen.

Speaker time countdown cards.

Donation presentation move to 2nd day.

Escort key speakers/VIPs through the exhibit hall.

Volunteers assigned to key speakers/VIPs to meet in the Speaker Ready Room and escort them to Plenary Session and Exhibit Hall.

TECHNICAL PROGRAM CHAIR

The Technical Chair should compile a list of submitted abstracts in an excel worksheet including the Authors (First, Last), Organization, title of presentation, phone, email.

Free application to collect and organize submissions.

Technical Track Chairs tapped down early in the process. And, back-up Chairs.

Technical Track Sessions run concurrently.

Run "hot" presentations at an additional time during another session.

Solicit engineering/technician level lessons learned from the field.

Encourage track chairs to have conference calls with presenters.

Have back-up presenters.

Non-DoD/commercial track(s).

PRESENTATIONS/SPEAKER READY ROOM

Speakers' breakfast each morning at 7 am with reserved seating by plenary and tracks seated together. Get invitations out early with indication that they are expected to be there.

Packets for each session, including Plenary sessions, with bios and evaluation forms.

The Speaker Ready Room is very rushed with presentations – updates, downloading, etc. Nice to have briefings ahead of time, but can be unrealistic. Most presenters wait until the last minute to create/modify their presentation and deliver the PowerPoint when they arrive.

Have the presentations labelled with "LAST NAME First Name Presentation name". Convert PowerPoint to PDFs for posting on the ITEA Web site.

Have a laptop, remote control/pointer, and project assigned to each Technical Track Room. With the Track Session Chair responsible for taking and returning them.

Have guidelines for new presenters – for instance, light blue on white background Abstracts on line in database for HQ. Have fill in the blanks so we capture all the information we need (with *required email and phone number).

TUTORIALS

Packets for each tutorial with registration list, certificates, and evaluation forms.

Create a higher tutorial fee that included event registration?

POSTER PAPERS

Have a small table with copies of the papers available for people to take with them.

Take the best papers throughout the year and have them posted at the Annual Symposium in a special location/perhaps a track.

Location of Poster Papers – having them back in the Exhibit hall might make sense. Need to determine floor space especially if you plan on having a room for exhibitors to meet and greet.

AUDIO/VIDEO

Need larger watt projectors, especially for the Plenary Session room.

Monitor in front of speaker to prevent microphone fade which is caused by the presenter turning to look at the screens. This can be avoided also by the use of lapel microphones.

Two or Three PC at the production table with mixer for: redundancy, fast cueing, quick real time editing, special video needs (fading to CD's, DVD's, images).

Spotlight on podium.

Volunteers assigned to handle microphones for plenary Q&A.

REGISTRATION

Badges – use lanyards not clips. Print names in larger font.

Separate table for walk-ups to complete on-site registration form.

List of exhibitor and sponsor comps at registration table.

Full list of registrations at registration table.

Organization name and country on badges.

Sign in sheet with blanks for emergency contact name and cell phone number.

Crisis Management Plan at registration and distributed to all committee members and session chairs.

Special full-registration rate for additional exhibitor/sponsor personnel.

Credit card scanner at registration table.

Onsite electronic registration kiosks.

Badges for "Blow and Go" speakers and presenters?

Basket to collection evaluation forms.

FAQ's for registration desk.

Registration Chair?

FOOD AND BEVERAGE

Have unlimited coffee.

Buffet lunches and all breaks served in the Exhibit Hall.

Have a "soft opening" reception with very limited food and beverage the evening of the tutorials. The opening day reception will have more robust food and beverage.

EXHIBITS

The Event Chair should meet with the Exhibitors prior to the official opening of the Exhibits to thank them and telling them about the VIPS that will be walking through the hall that week.

Have a place where exhibitors can meet with clients.

Have a place where exhibitors can have their own refresh

Have a VIP (Flag officers, SESs) escorted tour of the exhibit hall.

Exhibit hall opens at 9:30 am.

No exhibits in Plenary Session Room – too much cross-talk and very distracting/disrespectful to the speakers.

Design best flow to/from plenary session room into/from the exhibit hall.

AWARDS LUNCHEON

Have photos of awards recipients framed by the U.S. flag and the ITEA logo.

Confirm award recipients are in attendance.

No buffet lunch in exhibit hall during Awards Luncheon.

DO NOT preset salads and drinks for Awards Luncheon.

Reserve tables near front for award recipients.

Invite nominators to present the awards to the recipients.

MISCELLANEOUS

Evaluation forms filled out for a drawing/prize, discount for next ITEA event.

SIGN near meeting "Quite Please, Session in Progress"

Internet provided site wide even if not sponsored.

Have ad hoc meeting room for sidebars.

Longer breaks and lunches?

Update daily schedule in real-time – App?

Local tour of T&E facility on last day.

Ask speakers and presenters to minimize the use of PowerPoint slides in lieu of talking directly to the audience.

Right size plenary room to expected number of attendees for each day.

Have some method (chimes, bells, bullhorn) to bring attendees in hallway and exhibit hall back into the sessions.

ITEA logo on podium.

Note in program guide regarding the availability of the presentation online.