

## **2018 NCB-ESA Local Arrangements Committee**

### **Final Report, 15 March 2018**

#### **Christelle Guédot, Chair**

The planning of the meeting from the LAC has gone well, thanks to the regular and rapid communication with all of the meeting organizers and the LAC committee. The 2018 LAC is composed of Chris Williamson, Russell Groves, PJ Liesch, Craig Brabant, Ben Jaffe (ECP), Bonnie Ohler (grad student), Matt Kamiyama (grad student). The meeting has 320 paid registrations as of the week prior to the meeting with 130 students. We have a great program and hope that everyone will enjoy the numerous and diverse topics that will be presented at this meeting!

*Things that worked well in 2018 (not in any particular order):*

1. Having the sleeping rooms and meeting rooms in close proximity to each other.
2. Having various food/bar options within walking distance.
3. Having the meeting rooms within short distance of each other so that people can move easily between presentations.
4. Free wifi internet in meeting and sleeping rooms.
5. Having ESA Central provide registration support.
6. Providing pushpins/velcro for all the posters.
7. Having the AV room and registration lock so that everything could stay there throughout meeting.
8. Having the Exhibit Hall contain: registration, posters, breaks plus seating, award winner posters, student clubs...
9. Color printer in IT Support room for miscellaneous printing jobs; President/Treasurer could print and sign certificates in there.
10. Having door signs with full schedule for rooms.
11. Having a TV screen for each Linnaean Game team so they could see PowerPoint questions more easily.
12. Posting a "meeting-at-a-glance" on the website to encourage registration.
13. Asking for local student volunteers to help set up/tear down the meeting instead of an open call for volunteers with the meeting registration.
14. Having o ESA Central staff take care of registration.
15. Having special event organizers (Linnaean games, Tripplehorn challenge, workshops) provide diagrams of their room and AV setup to communicate to hotel event organizer.

*Things that could have been improved in 2018 (not in any particular order):*

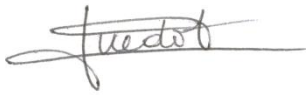
1. Ask exhibitors 10-12 months in advance for interest in display for the meeting.
2. Have at least 2 people in charge of contacting sponsors
3. Add breaks in the sessions
4. Add information about coffee breaks in program

5. Better coordination of the volunteers
6. Did not offer breakfasts because of low sponsorship
7. Did not offer music or run because lack of leadership for these activities at the LAC level

It was a great experience serving on this committee. I could not have done it without the rest of the meeting committee and all their advice, support, and rapid responses. The LAC committee was essential in getting this done.

I hope you all enjoy Madison!

Christelle Guédot

A handwritten signature in black ink, appearing to read 'Guédot', with a long horizontal flourish extending to the right.

## **Appendix 1. Suggested timeline of events to prepare for meeting**

### ***24-20 months away***

Agree to commit to meeting and start site-selection process.

Work with President-Elect to determine city.

Work with local Visitors Bureau to identify possible venues to fit meeting; get bids.

### ***18-16 months away***

Start to develop a meeting logo with President-Elect.

Identify committee members (see Appendix 2).

Work with President-Elect and Treasurer to finalize location and venue; they will sign hotel/conference center contract.

Free wifi in meeting and sleeping rooms.

Complimentary sleeping rooms (1 for every 40 sleeping nights); suggest 280 sleeping room nights.

Suggest \$18,000 in food/beverage.

Do they have poster stands, easels? Will they provide screens, microphones, podiums, cords, etc.

Build a meeting structure for facility (e.g., how many concurrent sessions are possible?). Work with the Program Chair to develop matrix for meeting.

Prepare a list of local attractions (food, bars, tours, etc.) in preparation for the prior meeting; how can people get to the hotel if flying? How to park and move around city?

### ***14 months away***

Work with President-Elect to prepare a “give away” swag item to promote your meeting. Work with current Local Arrangements to distribute.

Work with President-Elect to prepare a short powerpoint to be delivered at the prior meeting Awards Luncheon. May be used at annual ESA Meeting as well?

Brainstorm special events, tours, etc. that you want to promote at the prior meeting.

### ***12 months away (or at prior meeting)***

Promote the meeting! Get local Visitors Bureau maps and guides; provide “give away” materials with registration.

### **8 months away**

Work with ESA Central on getting contacts for updating website.

Confirm poster stands, easels are available.

### **6 months away**

Confirm special event, tour, etc.

Work with President to develop meeting schedule.

Have Program Chair provide symposium proposal form for website.

Post local attractions on website.

Get hotel to provide link for block rates (wifi network and passcode, too, if possible).

Develop and post meeting registration details with President and Treasurer (see Appendix 3).

Work with President and Secretary to develop monthly emails to NCB members with deadlines.

### **5 months away**

Begin to plan a meeting budget with the help of Treasurer.

Ask Student Affairs Committee to prepare a budget for lunch and mixer. They need to find venue, develop menu and potential speakers. Typically budget for both is ~\$5000.

### **4 months away**

Work with Program Chair/Confex to develop paper/poster submissions link on website.

Finalize meeting swag ideas.

### **3 months away**

Once symposia are confirmed, start to fill in matrix and “meeting-at-a-glance.” Update on website every couple of weeks.

Develop Local Arrangements schedule for opening/closing doors and everything in between (e.g., changing room arrangements, moving AV equipment, etc.).

Paper/poster submission open, hotel reservations open; special event sign-ups open.

Confirm ESA Central help with registration; need wifi, 3 tables, 2 chairs, garbage; do you want name tags, lanyards, ribbons? Will they provide 2 people? Will David Gammel be there?

Confirm business meetings, executive meetings, photo salon, L. Games, private meetings, judge/moderator training.

Develop a food/beverage menu with hotel, overall budget depends on meeting costs.

Confirm student helpers (~8) to help – local people are more convenient.

### ***2 months away***

Confirm complimentary sleeping rooms (ESA President?, NCB-ESA President (needs suite), David Gammel).

Get future meeting logo.

Confirm student club participation.

Identify photographer and Master of Ceremonies for Awards Luncheon.

Get weekly registration updates from ESA Central.

### ***6 weeks away***

Hotel walk-through to confirm rooms, layouts, IT, etc.

Work with Program Chair to finalize program with meeting rooms; confirm with IT.

Confirm poster stands/easels, poster supplies.

Create award winner/sponsor posters and door signs; make sure Secretary knows award winners.

### ***4 weeks away***

Order meeting swag based on registration numbers; finalize what is to go in meeting registration bag.

Create award luncheon program.

Work with President to develop Award luncheon program.

Tweak food/beverage based on registration numbers.

### ***3 weeks away***

Last meeting program proof – send to printer; post meeting program online.

Confirm meeting schedule with IT.

Work with President to plan Executive Mixer on Tuesday night (\$300 budget).

### ***2 weeks away***

Send message to VIPs to sit close to the front of Award Luncheon room.

### ***1 week away***

Print signs, posters.

Stuff meeting registration bags.

## **Appendix 2. Identify at least five people to help with this committee**

### **1. Chair**

Site selection

Meeting logo, and swag for prior, current and future meeting

Room signage, award posters

Exhibitors and sponsors

Meeting registration, including promo table

### **2. IT**

Upload and preview presentations

Computers, projectors, timers, laser pointers

Batteries, cords, other supplies

### **3. Exhibit area**

Registration

Posters

Meeting updates, including L. Games bracket

Career Opportunities [I recommend not doing this anymore]

### **4. Students**

Linnaean Games

Student lunch and mixer

Student symposium

Student club displays

### **5. Special Events**

Tours and workshops

Places for spouses, kids

### Appendix 3. Example meeting registration details for website



Des Moines Marriott Downtown, 700 Grand Avenue, Des Moines, IA  
50309 (1-800-514-4681)

9-12 March 2014

Meeting at a glance (available January)

Meeting program (available mid Feb)

Exhibitor information (available early Feb)

**Online registration** and paper registration form. Early-bird registration rates end 3 February!

**Hotel reservations** (reduced rate available until 27 January) ([Book your group rate: NCB-ESA Annual Meeting >>](#))

### Important meeting deadlines

**Symposia** proposals due 3 December 2013 to Matt O’Neal with questions (oneal@iastate.edu)

**Submit papers and posters** by 27 January 2014; abstracts can be updated until 23 February 2014

**Award packets** are due by 10 January 2014

### Special events

**Linnaean Games** Sunday and Monday evenings (submit teams to Wyatt Hoback by 13 January)

**Welcome Reception with a live Dixieland band a state wine contest** on Sunday evening. Dr. Larry Pedigo and his jazz band will perform their favorite tunes for us. Also, consult with colleagues within your state and bring your BEST state wine. We will be tasting and scoring the best wine from the North Central Branch.

**Student lunch and reception on Monday**

**Awards Luncheon on Tuesday**

**DuPont Pioneer Hybrid facility tour** Tuesday afternoon.

**6K Hexapod Scurry** on Wednesday morning. Click here to learn more and register:

<https://erinhodgson.typeform.com/to/ISbp9S>

## **Student competition**

Students may submit ONE paper or poster in the competition. They may also present a paper/poster in the regular submissions/symposia.

### **Information on the Student Poster Competition**

- [Student Poster Guidelines](#)
- [Student Poster Form](#)

### **Information on the Student Oral Competition**

- [Student Oral Competition Guidelines](#)
- [Student Oral Competition Evaluation](#)

## **Other meeting details**

### **How to get to the hotel from the airport:**

1. Airport shuttle service is complimentary (515.245.5500)
2. Taxi, \$10-20

### **Parking**

1. Offsite parking lot, \$19/day
2. Marriott Valet, \$21

### **Des Moines area attractions**

- [Things to Do](#)
- [Restaurant Guide](#)
- [Map](#)
- [Helpful Websites](#)

Meeting cancellation policy: Requests for registration refunds must be received by 1 March 2014 to Mark Boetel (mark.boetel@ndsu.edu)