

2006 JCEP Conference Planning Committee
Post Conference Wisline And
Recommendations to 2007 Planning Committee
5/5/06

Present: Amber Rehberg, Paul Thares, Connie Creighton, Ken Williams, Barb Barker, Jennifer Caravella, Matt Lippert. Unavailable: Penny Tank, Kathy Metzzenbauer, Scott Reuss, Gary Korb, Marilyn Herman, Jeff Hoffman, Jim Goldsmith

TOURS

Matt reported on the tours along with Ken. Only about 50% of the folks who had signed up for tours actually attended them. Specifically, about 16 folks had signed up for the paper mill tour and only about 8 participated. Matt's comment to this was if we had known to expect half participation, we could have saved money on the buses and just car-pooled instead. In general, the evaluations and individuals' comments spoke very highly of the tours. Some concern was expressed that some of the tours ran late and therefore overlapped the Justin Isherwood presentation.

The committee will make a recommendation to next year's conference planning committee, to perhaps hold some concurrent sessions at the same time as the tours in order to pull people in that may be car-pooling. It was also suggested to perhaps have the tours in the middle of the conference.

CONCURRENT SESSIONS

Gary Korb was unable to join the Wisline, however committee members who had attended sessions gave their feedback. The question came up, "Why did the sessions have such small attendance compared to the numbers who registered?" One reason given was that perhaps people just wanted to use time to "network" with their colleagues. A suggestion for next year's committee was to plan for less attendance at sessions than what the registration numbers say. The general feeling, was that it is difficult to balance white space, concurrent sessions and meetings, so that most folks are happy with the schedule.

E-mailed comments from Gary Korb: "In addition to planning for attendance at future concurrent sessions that is lower than numbers registering, we should probably pair that with fewer sessions in any one time slot. Such action would also offer fewer people the opportunity to present, but help force the attendance up for the presenters selected."

E-mailed comments from Kathy regarding sessions: "Can we put association meetings first, then the tours on day 1, Day 2 breakout sessions with time off in the afternoon before banquets. Day 3 same as this year? The rationale behind this is that if folks are not involved in the association board, coming for the tours on day 1 and then there is nothing to do that morning."

MEALS

The most significant concern having to do with the meals is the inaccurate count of meals we actually needed. The committee will recommend to next year's committee, that the registration form specifically ask which meals registrants plan to eat and ones they do not. Someone also suggested that if the conference schedule itself is changed around, (like having tours in the middle of the conference or at the same time as concurrent sessions) we may have more participation in the meals. Ken suggested that next year, there be less food offered, because there was plenty. Amber responded by saying that her observation was that the amount of food was appropriate and in fact, there was little if anything left after the snack breaks. In general, breakfast buffets were preferred, but usually not within state rates. However, it will be recommended to next year's committee to try to arrange more buffet meals if possible.

POSTER SESSIONS

The committee felt that the poster sessions were nicely done. The recommendation for next year's planning committee was to have them ask the hotel how many displays they can accommodate, as the group felt it was a "tight" fit at the Mead. Also, there seemed to be some folks who may have taken down their displays earlier than they were supposed to.

E-mailed suggestion from Jim: I would be happy to send CD and all notes and minutes to the new person and then give them some advice should they want it. I found doing the same thing for three years made it so much easier as it was consistent for me.

KEY NOTE

Amber said that the speaker had a good message, speaking about his experience traveling to another country. Paul said his recommendation for next year's committee would be to budget between \$5,000 and \$10,000 for a really good key note next year. *One suggestion was to look into Dr. Stuart Robertshaw from the National Association for the Humor Impaired, as a potential keynote for 2007. www.drhumor.com*

FACILITIES

Overall, the feeling of the group and of Barb, was that the Mead Hotel was good to work with and that they did a good job of managing the space they had. Barb recommended that next year's committee realize that it is best to have one contact person who communicates space needs to the hotel. Barb said, some folks tried to make space requests directly of the hotel rather than going through the facilities committee, but she advised the hotel to receive final word from her before fulfilling a space request. Barb's final recommendation to next year's committee was to make sure that there is a lot of communication between the Registration Committee and the Facilities Committee to address room arrangements and size needed.

REGISTRATION

Jennifer reported to the committee that handling registration was a learning experience for the Waushara office and was successful because of the patience of the secretaries and helpfulness of the data processing department. A few individuals reported using the "on-line" registration form, but their application was not received by the Waushara office. After conversations with Mary Lucas, it is not clear why this happened. To date, there is only one person who has not paid for her registration to the conference. It is unclear whether she attended it or not. This matter was turned over the JCEP Treasurer Mike Kornmann to discuss with the JCEP Executive Board.

A/V NEEDS

E-mailed comments from Scott Ruess: "It is definitely worth it to have committee members and presenters bring equipment, but to pay for the screens and A/V carts. The exception would be if it's an all or nothing type of fee, then I would probably vote to bring everything in, as most people (in the last few years, at least) have preferred to work with their own equipment so that they can trust it. It has not been difficult to arrange for enough of all types of equipment to be present. I think this will be especially true if Gary's recommendation of fewer concurrent sessions being offered at a given time period is followed, something I have come to agree with, as well.

EVALUATIONS

Sixty evaluations were returned. The majority of the comments/feedback were positive in nature. Jennifer intends to break down the comments/suggestions into "theme" or topic areas and add up the number of times each comment/suggestion was made and report this to the JCEP Executive Board.

2007 JCEP CONFERENCE SITE

The group took a vote and the majority chose the Best Western Bridgewood Resort Hotel in Neenah for the next conference. Jennifer checked this hotel's availability and selected next year's conference dates of March 13-15, 2007. The last week of March was not an option as it presented two conflicts which were the WACEC Conference and the Oshkosh Farm Show.

Other sites that have been suggested for future JCEP Conferences or who have contacted the planning committee directly include: Chula Vista Resort in the Wisconsin Dells (Julia Luther 866-382-4852); the Paper Valley Hotel in Appleton and the Green Lake Conference Center in Green Lake.

Respectfully submitted,

Jennifer Caravella