

**American Society for Photogrammetry
and
Remote Sensing**

**ANNUAL CONFERENCE
GUIDELINES**



THE IMAGING & GEOSPATIAL INFORMATION SOCIETY

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VERSION – September 2009

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ASPRS Annual Conference Guidelines

I. OVERVIEW

These guidelines are designed for ASPRS Regions interested in hosting an annual conference. All recommendations are made with the understanding that extenuating circumstances may preclude all or some portions thereof. The Executive Director of ASPRS or his/her appointee must approve these exceptions. The following chart lists the primary responsibilities of the Region, the National Conference Planning Committee (composed of Regional and National representatives, see Section IV), and ASPRS Headquarters/National.

A. Chart of Responsibilities

Region	Conference Planning Committee	ASPRS National
Submit letter of interest in hosting annual conference	Determine Conference Theme	Letter of Intent Review (EXCOM)
Name conference chairperson and committee incl. ASPRS National staff	Develop Call for Abstracts	Site selection (city, hotel and convention facilities)
Develop and submit plan for revenue-sharing between local organizations and region	Select Keynote and General Session Speakers in collaboration with ASPRS National staff	Budget
Provide local/regional mailing lists for marketing conference	Review abstracts and send notification of acceptance/ rejection (Tech. Program Comm.)	Develop meeting production schedule
	Submit Preliminary Program material and proofread all drafts	Preparation of marketing materials
	Manage Poster submissions and coordinate on-site displays	Contract Negotiations
	Recruit and direct technical session moderators	Handle all details of main social event, e.g. site selection, contract negotiations, catering, entertainment, insurance, and transportation
	Plan Region event (Optional event)	Proceedings Preparation
	Student Volunteer Coordination	Student Assistantship Program
		Publication and distribution of Call for Abstracts, Preliminary Program, and Final Program
	Student Volunteer Coordination	Pre- and On-site registration
	User Group Coordination	All preparations associated with Exhibit Hall
	Technical Program schedule (Tech. program chairperson(s) and ASPRS National staff)	Develop conference schedule (Detailed daily events)
	Submit materials for Final Program and proofread all drafts	Special Conference events (e.g., Anniversary Celebrations)
		Website development and maintenance
		Signage
		Transportation (buses)

II. ANNUAL CONFERENCE TIMELINE

The following is a suggested timeline for actions associated with planning for an annual conference. Exceptions to this timeline must be agreed upon by the Conference Planning Committee.

N = ASPRS National Headquarters
C = Conference Planning Committee
R = Host Region(s)

4-5 years prior	Letter of Interest from Region prepared and submitted to Convention Policy and Planning Committee Chair and National Executive Director [R] Review by Executive Committee [N]
4-5 years prior	Business Plan prepared and submitted for [R] Executive Committee Review, Board Decision [N] Site selection completed for convention facility, hotels [N] Contract ratified [N]
2 years prior	Conference Planning Committee formed [R&N] Conference Social Event site finalized [N] Conference schedule laid out (what happens when during conference week) within the period of time for contracted site. [C]
20 months prior	Theme developed [C] Preliminary budget prepared for Executive Committee and Board review and approval [N] Conference Web Site opened [N]
18 months prior	Exhibit Hall layout prepared [N] Conference schedule finalized [N & C] Social event Contract signed [N] Exhibitors' Prospectus prepared for distribution at prior annual meeting [N]

12 months prior	Text for Call for Abstracts submitted, including information about conference tracks and special sessions [C] Keynote Speaker(s) invited [N & C] Memorial Address material collected [N] Classified Session arranged [N]
9 months prior	Call for Abstracts & Workshops printed and mailed [N] Preliminary Program information begins to be developed [C] Volunteer Recruitment begins [C] EXCOM, Board, Division, and Committee meetings scheduled [N] Awards Luncheon, Memorial Address and Past Presidents' breakfast arranged [N]
7 months prior	Abstract Final Due Date Workshops finalized and presenters notified [N] CEU materials submitted to appropriate university for approval [N]
6 months prior	Letters of acceptance and rejection sent to presenters [C-Tech Program Chair]
5 months prior	Preliminary program mailed [N] Final program preparation begins [C] Meeting rooms assigned to sessions/meetings and moderators assigned [C – Tech Program Chair in conjunction with N] Hotel and travel arrangements for invited speakers finalized [N]
3 months prior	Papers submitted for inclusion in Proceedings [N] Exhibitors' descriptions due for Final Program [N]
10 weeks prior	Final Program printed [N]
8 weeks prior	Final site arrangements completed including catering, bus transportation, A/V contracting, social events [N in consultation with C where necessary]
6 weeks prior	Signs and supplies ordered [N]
4 weeks prior	First shipment of materials [N]

2 weeks prior	Final shipment of materials [N] Badges prepared [N] Errata sheet prepared [C]
1 day prior	Pre-conference meeting with hotel staff [N]
Conference	On-site meeting management [C and N] Registration [N] Exhibit Hall [N]
30 days post	Final wrap-up meeting [C]
60 days post	Submission of final conference report to Convention Policy and Planning Committee and National Executive Director[R]
90 days post	National Executive Director and Chair of Convention Policy and Planning Committee to respond to Region regarding final conference report acceptability and rebate [N]

III. LETTER OF INTEREST IN HOSTING AN ASPRS ANNUAL CONFERENCE

A letter of interest containing the following information should be submitted to the chair of the Convention Planning and Policy Committee with a copy to the Executive Director as soon as interest by the region has been determined.

- City Location
- Dates (Year)
- Proposed Theme
- Names of potential conference planning committee chair and members
- Potential for co-hosting with other national or regional organizations
- Possible technical tours, classified session and social event(s) if known

At least five years prior to the desired date is considered optimum for submission of these materials. The National meetings manager or the chair of the Convention Planning and Policy Committee can confirm available years. Their e-mail addresses can be located on the ASPRS web page www.asprs.org. A sample letter of interest is shown in Appendix A.

Review of Letter of Interest

Upon receipt of such letters of interest, the Convention Planning and Policy Committee will review all aspects and confer either electronically or at their next regularly scheduled meeting. If favorable recommendations are forthcoming, the committee will forward their findings to the Executive Committee who will in turn review and, if favorable, pass on to the Board of Directors for final approval. These actions will be taken as expediently as possible either at the next regularly scheduled meeting or electronically.

After approval of the letter of interest by the Executive Committee, the National meetings manager will begin preliminary site inspections and negotiations to determine if an appropriate venue is available. If such site is not available at the proposed location, other locations within the Region may be suggested to the Region for their consideration. The letter of interest can move forward to the Board with an amendment as to the site.

Once the Board of Directors reaches a decision, the Executive Director will notify the Region in writing. If favorable, the Region will be advised to move forward with their obligations.

IV. FORMATION OF CONFERENCE PLANNING COMMITTEE

The Region and ASPRS Headquarters will be responsible for forming a National Conference Planning Committee as soon as approval has been given for the meeting. It is suggested that key committee members be identified and named in the Letter of Interest. The National Conference Planning Committee should be made up of the positions listed below. Some positions may be combined in order to reduce the number of individuals on the Committee. Other positions may be included as deemed necessary. When possible, it is desirable that at least two people serve as co-Directors for the conference and as co-chairs of the Committee. The Committee will be responsible for carrying out a number of key activities noted in the timetable in Section II. It will remain in existence until the final report on the conference is completed.

- Chair – Conference Director or Co-Directors/Vice Chair
- Secretary
- ASPRS National Executive Director
- ASPRS National Associate Executive Director
- ASPRS National Meetings Manager
- ASPRS National Workshop Coordinator
- Technical Program Chair(s)
- Poster Session Coordinator
- Student Volunteer Coordinator
- Moderator Technical Session Coordinator
- Classified Session Coordinator
- User Group Coordinator
- Keynote and General Session Program Coordinator

V. REVENUE SHARING BETWEEN NATIONAL AND REGION(S)

(Approved by Board 5/21/1999 – Amended by Board 4/27/2001 –
Amended by the Board 9/11/2003)

A. Underlying Principles

It is expected that the primary motivation for a Region to host an ASPRS Annual Convention is to advance, and provide service to, the imaging and geospatial information profession as a whole, and the Society in the aggregate. It is also expected that hosting an Annual Conference will build upon and enhance the vitality of a host-Region's regular activities. Among the many potential benefits to be derived by a Region hosting an Annual Conference are: providing Region members relatively local access to a technical program of national and international scope; affording a potential opportunity to attract new members within the Region; and demonstrating both locally and nationally leadership in the profession. It is in the broad context of professional service and preeminence that it is expected that any net revenue associated with an Annual Conference be used primarily to enhance the overall goals of the Society, and thereby benefit the profession as a whole.

B. Policy

It is the policy of ASPRS to share the net revenues generated from an Annual Conference with the Region(s) hosting the conference on a 10% share basis, in conformance with the above underlying principles. Such revenue sharing shall:

- (1) Recognize the need for equitable treatment among Regions that agree to host an Annual Conference;
- (2) Ensure that the budget and accounting for the Annual Conference be coordinated and approved at the Society level in cooperation with the host-Region(s);
- (3) Include any financial impact of non-ASPRS local or national partnering commitments within the conference budget;
- (4) Include a provision for the Society to absorb any net loss from an Annual Conference provided expense items do not exceed the approved budget;
- (5) Ensure that any revenue compensation or sharing accruing to the host-Region(s) under this policy be used to advance the technical and professional goals of the Region and Society and for no other purpose. Requests for payment, including information about how the Region plans to use the rebate, must be submitted to the Executive Director prior to the end of the Annual Conference for which payment is requested. This request may be included in the Conference Business Plan.

The Conference Director(s) shall submit a post convention summary report to the ASPRS Executive Director and the Chair of the Convention Planning and Policy Committee within 60 days after the conference. If a report addressing the following items, at a minimum, is not submitted within 60 days, the Region will not be eligible for the rebate. The report will address the planning and execution, including lessons learned, of the technical, social, and volunteer programs; technical tours, web support; user group meetings; and sponsorship recruitment. The Executive Director and the CPPC will complete their evaluation of the report and respond to the conference director concerning any further information required, within 30 days of receipt of the report.

Any exception to the above policy shall require the approval of the ASPRS Board of Directors.

VI. SITE SELECTION

The Region may include a proposed city location for the meeting as a part of the Letter of Interest. The proposed site must adequately accommodate the anticipated attendance, including general session meeting space to accommodate 700 to 900 in theatre-style seating, exhibit and poster space (approximately 20,000 square feet with a minimum of 16' ceiling height), and 9-12 breakout rooms with a 50-person seating capacity in a theatre-style setting. Rooms for ASPRS office setup and AV storage are needed. Board of Directors and Committee meeting rooms are also necessary with capacity for 30-40 people in conference or Board-room style seating. A minimum of 350 hotel rooms must also be available in the area for peak nights of the conference.

A site inspection of the city and proposed facilities by the National meetings manager will be conducted before a final decision on the location is reached by the EXCOM. Appendix B provides a spreadsheet for organizing site selection data.

Upon final site selection for all of the activities, National will negotiate all contracts with vendors, and execute all documents as well as supplying all necessary deposits.

VII. DUTIES, RESPONSIBILITIES, AND BENEFITS FOR CONFERENCE PLANNING COMMITTEE

A. Chair/Vice Chair/Secretary

The chair(s) and vice chair are responsible for the selection of the conference committee members, as well as convening and conducting meetings of the conference committee in a timely manner. These meetings should be teleconferenced when all members cannot be present and include all available committee members including the National staff, starting at least 18 months prior to the conference and be held at least monthly for the year prior to the conference, and more frequently as the opening of the conference nears. The chair/vice chair will coordinate all aspects of the conference in conjunction with the responsible conference committee members.

Beginning 18 months, and quarterly thereafter until six months and then monthly prior to the conference, the chair should advise the Convention Policy and Planning Committee chairs of the activities of the committee and include the chairs in the teleconferences of the conference committee.

The conference chair(s) will be asked to digitally send National a picture of themselves, their signature(s), and compose a letter of invitation (for Preliminary Program and letter of welcome (for Final Program) to the attendees for inclusion in the *Preliminary* and *Final Programs*. This should be submitted within the deadlines established in Annual Conference Timeline (Section II).

It is very helpful to all involved in the conference to designate someone to serve as secretary of the conference planning committee. This appointee may or may not be responsible for other areas of the conference but would keep an accurate listing of all members of the committee, including contact information, take notes at the meetings, and compile a final report of the conference. These documents would be distributed, together with all relevant reports, to all members of the committee. A complete final report for the conference should be prepared by the secretary, with input from all members of the conference committee. This report must be submitted to and approved by the ASPRS Executive Director and the Conference Planning and Policy Committee. This is a requirement for the Region to receive its portion of the Conference Rebate. (See Section V, Paragraph B of these *Guidelines*. It should also be distributed to the Director(s) of the next annual conference). This report will be made available by intranet to future conference planning committees as an appendix to these *Guidelines*.

B. Workshop Coordinator

While the workshops are a very critical part of the conference and the National Workshop Coordinator serves on the conference planning committee, the revenues and expenses are not included as part of the conference financial responsibilities. These financial matters are handled directly by National. The workshops are usually held on the two days immediately preceding the official opening of the conference. These events increase the conference attendance. The determination of the number and scope of the workshops offered is the responsibility of the National Workshop Coordinator. The sponsoring

region is strongly urged to recommend appropriate workshop presentations to the coordinator.

The Workshop Coordinator will arrange for the presenters, have their workbooks transmitted electronically to National for reproduction in a timely manner, advise National as to financial compensations, travel arrangements, and conference registrations. He/she will be responsible for instructing volunteers assigned to workshops in their duties while on-site.

The coordinator will design an evaluation instrument for distribution during the workshops, forward it to National at least 30 days prior to the meeting to allow for reproduction and shipping, have it distributed during the workshops and collect at the conclusion, tabulate results and advise workshop presenters of results. A copy of all evaluation results should be returned to National within 30 days of the conference conclusion.

Registration forms for CEUs with complete details will be prepared by National for distribution at each workshop. The coordinator should advise the instructors as to the benefits of students applying for CEUs and encourage their participation. The awarding of CEUs gives added benefit to attending the workshops. National handles all further administration of the CEU program.

C. Technical Program Chair(s)

The Technical Program Chairs(s), using the conference theme as a guide, should prepare the *Call for Abstracts*. Electronic posters as well as traditional paper posters should be solicited in the *Call* also. The timeframe for the abstract deadline is three months from the distribution date of the *Call*. This allows for sufficient review of all abstract submissions and decisions regarding acceptances. It is strongly recommended that a panel of reviewers carefully examine each submission. The number of acceptances should be determined in advance of review, keeping in mind the available time and space for such presentations. National will supply information to the chairs regarding the available space and times.

If the number of submissions exceeds the space available for presentations, only one paper from each presenter should be accepted.

All decisions of acceptance made by the chair(s) will be final.

Abstracts not appropriate for oral presentations may be considered and recommended by the chairs for poster presentations. Consideration should be given to electronic presentations as well as the traditional boards. The Poster Session coordinator should be consulted as to the appropriateness of such recommendations.

Letters of acceptance are to be sent by the chairs through e-mail within 45 days of the deadline for submission. A complete list of all accepted oral presenters including their name, address, phone number, e-mail address, and presentation title should be sent as an excel spreadsheet to the National Associate Executive Director as soon as all have been notified. They will then receive communication from him/her regarding submitting their

presentations for inclusion in the conference proceedings and other logistical details. This communication will be handled by National.

Letters of rejection should be sent by the chairs through e-mail within 45 days of the deadline for submission. As noted above, oral presentations not accepted may be suggested to become poster presentations. The applicants should be given a deadline of 15 days from receipt to notify the technical program chair(s) of their intent to participate as a poster presenter if this option is presented. This will allow sufficient time for inclusion in the *Preliminary Program*.

All poster presenters must follow the oral presenter's requirements as outlined above.

Preliminary Program details A complete list in "word format" of all technical and poster presentations in alphabetical order by presenter(s) last name(s), including paper/poster title, first presenter's affiliation, city, state and country, must be submitted by the technical program chair(s) to the National production manager within the timeframe established to allow for layout, proofing and final printing of the *Preliminary Program*. It is essential that the list be submitted to meet the *Preliminary Program* deadlines as it is a major marketing piece for the conference and is distributed to the entire membership of ASPRS as well as numerous other interested parties. Technical program chairs are responsible for proofreading all drafts of the *Preliminary Program* submitted for their review. They must advise the production manager of changes that occur until the *Preliminary Program* is sent to the printer. After the *Preliminary Program* is completed further program changes should be compiled and submitted to the production manager when requested for inclusion in the *Final Program*. Upon completion the *Preliminary Program* will be posted on the conference web site.

Final Program details If necessary, a revised, alphabetical list in the same format as previously submitted, with changes prominently noted, of presenters with their presentation title, affiliation, city, state and country, should also be submitted to the National production manager for inclusion in the *Final Program*. A separate listing divided by tracks or areas of interest also must be submitted for the *Final Program*. Technical program chairs are responsible for proofreading all drafts of the *Final Program* found in the production schedule submitted for their review. They must advise the production manager of changes that occur including cancellations and substitutions, until the *Final Program* is sent to the printer. This too must be done in accordance with the deadline for the *Final Program*. Upon completion, the *Final Program* is will be posted on the conference web site.

Errata Sheet – The technical program chair(s) are responsible for advising the National production manager of all changes that occur in the program after the *Final Program* has been completed until 10 days prior to the conference start date. These changes will then be incorporated into the errata sheet that will be distributed with all registration materials to the attendees on site.

All room assignments will be made by the National meetings manager and included in the *Final Program*.

D. Student Volunteer Coordinator

Due to limited staffing by National at any ASPRS conference, an essential role in the success of the conference is played by the student volunteers. The coordination of these volunteers requires a considerable time commitment on the part of the volunteer coordinator in recruitment as well as on-site supervision. This is a full-time job during the conference week.

The volunteer coordinator's responsibilities will include:

- Recruitment of the needed number of student volunteers from local and national colleges and universities. Students are preferred as volunteers since this allows them an opportunity to become familiar with the workings of ASPRS and to attend a national conference without having to pay a registration fee.

Student volunteers receive a complimentary conference registration that includes admission to the general session(s), technical programs, and exhibit hall. Social events are not included with the volunteer registration. Lunch, if being provided to the conference attendees, or a small monetary compensation will be paid for each seven and one-half hour shift worked in one day. Students working fewer than seven and one-half hours in one day do not receive any monetary compensation.

Non-students will be accepted only on an as-needed basis if a sufficient number of students cannot be recruited. Non-student volunteers will receive a reduced registration fee (to be determined by National) and the small monetary compensation or lunch ticket allowed students.

It is advisable to recruit an excess number of students over and above the expected number needed since the last minute dropout rate is very high. Many volunteers will only want to work one-half day shifts during the conference. This creates the need for additional volunteers on certain days.

- Secure all relevant information from volunteers, maintain all records and determine that all volunteers have completed the necessary conference registration forms. National will supply the Volunteer Registration form and a list of Volunteer Duties and Responsibilities as soon as the Volunteer Coordinator is named.
- Advise ASPRS of final number of volunteers expected at least 14 days prior to the conference.
- Meet with all available volunteers on-site prior to their assuming their duties for orientation to the site and a further discussion of duties.
- All workshop volunteers MUST meet with the workshop coordinator one-half hour prior to the workshop start time for detailed instructions. If a volunteer is not present one-half hour before the workshop start time, they will be replaced and lose their workshop assignment.
- During the conference, the volunteer coordinator will check-in and out all volunteers to verify the number of hours worked. The volunteer coordinator is responsible for assuring that the volunteers dress appropriately, and wear the volunteer identification ribbon when they are serving in their volunteer capacity).

- The volunteer coordinator will distribute the monetary compensation or Exhibit Hall lunch tickets and have this noted as received by the volunteers.

The exact number of volunteers needed varies depending on the size of the conference. The usual number will be as follows:

- One volunteer for each workshop
- One volunteer for each technical session
- Two volunteers for each day of the conference for the Registration Area starting on the first day the Registration is open
- Four volunteers for each general session
- One volunteer for the day preceding the opening of the Exhibit Hall to assist in the ASPRS booth setup.
- One volunteers to assist in the display and dismantling of the posters
- One volunteer for the ASPRS staff office starting on the first day of the workshops/committee meetings until the conference concludes.
- Four volunteers to assist at entrances to Exhibit Hall to check badges (depending on location and availability of site-security).
- Three volunteers to assist with the Awards Luncheon
- One volunteer to assist with the Memorial Address
- Two/three volunteers to assist with Exhibit Hall during any served luncheons.
- One volunteer to assist the meetings manager during the entire conference
- Two volunteers as floaters daily from the day the committees meet through the concluding session. These are usually the advertised dates of the conference.

Volunteers are expected to conduct themselves in a profession manner at all times and realize that they are representing ASPRS to all conference attendees and also their colleges/universities. They should arrive at least 30 minutes in advance of the time they are scheduled to work, dress presentably in business casual wear (no jeans), check in with the volunteer coordinator for last minute instructions, and remain at their assigned location throughout the time needed. They should inform the volunteer coordinator when they have finished their assignment and assist with other duties as needed until their required hours have been completed. They need to sign-out with the coordinator when they have completed their duties for the day.

To receive full benefits, student volunteers are expected to work a minimum of 8 hours throughout the conference. ASPRS student members are given first preference when volunteers are being selected. Non-ASPRS members will be accepted as volunteers if needed. Duties will be assigned on a first-come basis.

Volunteers wishing to attend the conference workshops must register and pay the required workshop fee, if they are not assigned to work that particular workshop. Student Volunteers may register for workshops on a space available basis at a reduced rate. Details for this program can be found in the Conference Preliminary Program.

Duties for volunteers vary with each assignment. The principal assignments are:

Workshops – Volunteers for the workshops will be responsible for collecting the attendee tickets at the door, distributing only one workbook per attendee, assisting the instructor

with audio visual equipment, handouts and other details, and collecting workshop evaluation forms. It is also essential that the workshop volunteers secure the classrooms during the lunch break if they are working with a full day session. This can be done by contacting the site security and asking that the doors be locked and unlocked at designated times.

Registration Desk – Volunteers working the registration desk will be assigned duties by the registration coordinator. These may include preparation of registration packs, distribution of materials, and assisting with inquiries. These volunteers need to be able to interact well with the attendees and answer a variety of questions.

General Sessions – Volunteers assigned to the general sessions will be responsible for checking badges of all persons entering the area to insure that they are registered for that day of the conference and do not have “Exhibit Only” badges, assisting as needed with the audio visual equipment, assisting with the question and answer portion of the program and the distribution and collection of any handouts.

Technical Sessions – Volunteers assigned to assist with the technical sessions will be responsible for checking badges of each attendee to insure that they are registered for that day of the conference, and do not have “Exhibit Only” badges, assisting the moderators and presenters with audio/visual equipment and room setup. The volunteers need to determine that the correct sign for each session is in place outside the room.

Poster Presentations – Volunteers with the Poster Presentations will work under the direction of the poster session coordinator in aiding the presenters with mounting and dismounting of posters and installation of equipment for electronic presentations as needed. Due to space constraints at most locations, posters are rotated daily.

ASPRS Staff Office – Volunteers may be asked to assist with various office duties including photocopying, collating, phone coverage and minimal computer key stroking while in the ASPRS staff office. In most cases, this position has limited supervision. This position will need to be staffed two days prior to the opening day of the conference during the workshops and committee meetings and throughout the conference from 7:30 to 5:00 pm.

Exhibit Hall – Depending on the location, volunteers may be assigned to check badges of those entering the exhibit hall. They may also be assigned to collect tickets for box lunches. Other assignments may be made depending on the site.

Meetings Manager Assistant – Volunteers assigned to assist the meetings manager will place appropriate signage outside each meeting location, check with the presenters regarding any last-minute needs, confirm that the volunteer for that session is in place, if catering is ordered for a particular location, confirm that the facility has delivered it in a timely manner, replenish materials on the “Take One” tables, assist with message delivery, and follow-up with any requests for assistance by other ASPRS staff. The persons given this position will be needed from the opening of the conference until the conclusion.

ASPRS Exhibit Booth Assistant – A volunteer delegated to assist the exhibit booth coordinator in set-up of the ASPRS booth on the day preceding the opening of the Exhibit Hall and for two hours following the closing of the Exhibit Hall to assist in dismantling.

Additional Volunteers – At least two additional volunteers should be available throughout the entire conference (including workshop days) to act as back up, since unforeseen situations arise that make it impossible for all of the volunteers to fulfill their duties.

Student Assistantship Program – The Student Assistantship Program is administered by the National Associate Executive Director, the Conference Volunteer Coordinator and the Student Advisory Council Chair. This program provides conference registration, housing and a small stipend to students who apply for and are accepted into his program. In return, they are expected to be available throughout the conference to serve in any of the above volunteer duties for a minimum of 18 hours.

E. Technical Program Moderator Coordinator

The moderator coordinator is responsible for working with the technical program chair(s) to determine who has indicated on their abstract submission form that they would be willing to moderate a technical session. Once these attendees have been identified, the moderator coordinator should contact them and confirm their willingness to serve as a moderator and their preference of session(s). If additional moderators are needed, the coordinator may solicit more moderators from the Region, National committee chairs, division directors and former National officers.

The moderator coordinator needs to submit a list including all moderators full names, affiliation and session(s) they will be handling to the production manager as indicated on the production schedule for inclusion in the *Final Program*. The production manager should also be advised of any changes after the *Final Program* deadline so that they may be included on the Errata Sheet. These changes can be submitted until one week prior to the conference start date when the Errata Sheet is prepared.

Approximately 45 days prior to the conference, the coordinator should contact all moderators, giving them the names and contact information of the presenters in their session, the room assignment and time with instructions as to where both the presenters and moderators should sign-in, indicating their arrival and on-site contact information. These particulars can be obtained from the technical program chair and the National meeting manager.

The moderators should be encouraged to contact the presenters in their session, confirming their conference attendance and providing any needed information. If a moderator determines that a presenter is not planning to attend the conference, the technical program chair should be notified immediately so that the vacant slot can be filled with another presenter.

The moderator coordinator should arrive at the conference site each day of the technical sessions in sufficient time before the sessions begin to check the sign-in sheet and

determine that the moderators have arrived and are prepared to moderate their sessions. The moderator coordinator should check each session to determine that the moderators have arrived and are prepared to handle the presenter introductions, and keep the session on schedule by not allowing a presenter to run over the scheduled time.

In the event that a presenter does not arrive for the session, the moderator is responsible for keeping the other presenters on schedule. The later speakers should not give their presentation earlier than scheduled since some attendees move from session to session with the intention of hearing a particular presentation at the scheduled time.

F. Classified Session Coordinator

A classified session is not offered at each conference. This depends, in large part, on the available facilities in the host city. If a classified session is scheduled, the coordinator will be chosen from and by the federal agency that is sponsoring/hosting the session. The coordinator will be responsible for choosing a theme and developing the program for the session, including topic selection and speaker recruitment. He/she will also be responsible for determining the logistics of security clearance for the attendees and working with the site in regard to all security issues. National will handle transportation to the site and catering. A definite day and times for the session, which is usually a full day, will need to be set well in advance of the deadline for any promotional pieces and *Preliminary Program*. All details of this session must be coordinated with National, since government sponsorship is sometimes available.

G. User Group Coordinator

The user group coordinator is responsible for communicating with vendors wishing to conduct user group meetings. A determination of space available for such groups should be made prior to soliciting participants. This space will be determined by the National meeting manager and conveyed to the coordinator as soon as the site selection is completed. Space availability will, of course, determine the number of vendors permitted to hold such meetings and also the number of attendees at each meeting. It is suggested that the user group coordinator convey the space availability and all other pertinent information to the appropriate contacts as soon as possible to allow for adequate preparations. A list of eligible exhibitors will be supplied by National to the coordinator.

All vendors wishing to hold user group meetings **MUST** be an exhibitor at the current conference and meet all of the exhibit hall requirements. There is no room charge to the vendor, however, they are responsible for handling reservations (if required) and all logistics of their event, including signage, room set-up, audio/ visual equipment rentals, and catering. All food and beverages must be obtained through the site's catering department to comply with insurance regulations. Information on all user groups should be included in the *Preliminary Program* and be submitted prior to the program deadline by the user group coordinator. This information should include a brief description of the program, and the name, address, phone and fax numbers, and website for the company, and how reservations (if required) are to be made. The room assignments for user groups will be made by the National meetings manager prior to the publication of the *Final Program*.

The coordinator should plan to be on site during the meetings to oversee the presentations and offer any needed assistance.

H. Keynote and General Session Coordinator

The conference planning committee in coordination with the ASPRS Associate Executive Director, handles the selection of the keynote speakers and general session speakers with an appointee designated to be the point of contact who will issue the invitation to the person(s) chosen by the committee. It is desirable that the keynote address follow the theme of the conference. As soon as the keynote speaker(s) has/ have accepted the invitation, the coordinator should obtain a biography, photo, and title and brief description of the presentation. All of this will need to be transferred electronically to the National production manager for inclusion in any promotional marketing and also for the *Preliminary* and *Final Programs*.

Backup speakers for both the Keynote and General Sessions are a **must**. Cancellations are very common among prominent speakers and substitutions must be obtained as early as possible. While it is sometimes awkward to invite someone as a backup, most people understand that this is a necessary slot to be filled for conferences of this size.

National does not recommend giving the keynote speaker(s) an honorarium. The speaker(s), however, is (are) offered complimentary registration and two nights lodging at the conference hotel.

General Session speaker(s) receive a complimentary conference registration(s). No additional compensation or hotel accommodations are provided to them.

I. Region Social Event Coordinator

The region social event coordinator is responsible for the welcoming reception sponsored by the host region on the evening prior to the keynote session, (this event is optional and decided by the region). These responsibilities include site selection, hours of the event, menu, admission requirements, disbursement of alcoholic beverages, and entertainment. Great care needs to be exercised regarding the serving of alcohol and it is strongly suggested that a very limited number of drink tickets be distributed to all attendees to reduce the liability of both the region and National ASPRS if a problem of over consumption should arise. All expenses incurred for this event are the responsibility of the region and are not included as part of the conference expenses.

If additional vendors, e.g. musicians, entertainers, etc. are desired for this social event, the social events coordinator is responsible for obtaining a contract that includes services to be provided, date, time, and location of services, method of payment and vendor tax ID number or individual's social security number and cancellation provisions. The social events coordinator is also responsible for obtaining any certificates of insurance from these vendors that may be required by the site.

J. Marketing Responsibilities of Conference Committee

The conference planning committee is responsible for developing the theme for the conference 20 months prior to the conference. This must be available before marketing materials can be prepared. It is also important that the committee identify conference “tracks” or specialty sessions at least 12 months prior to the conference so this can be included in the *Call for Abstracts*.

The conference planning committee will need to provide the following information to be included in the *Preliminary Program* in accordance with the Time Line identified in Section II:

- A letter of invitation from the chair of the conference planning committee with his/her digital picture and signature,
- Region reception details (if one is being planned)
- Keynote speaker(s) and General Session speaker(s) presentation topics and brief description, pictures, bios),
- A complete schedule of all technical and poster/applications sessions
- A listing of technical tours and schedule
- Classified session information, including date, location, and session topics

The National production manager may supply some information or marketing materials generally available from the conference city, however, the region is encouraged to provide photographs and as much information about local attractions as possible to encourage attendance.

In order to adequately promote an annual conference it is essential that the timeline established by the National production manager be adhered to strictly. The National production manager will prepare the production schedule as soon as the site has been approved and distribute it to the conference planning committee. This schedule will be roughly equivalent to the timeline given in Section II of these *Guidelines* with specific dates included for each required item.

K. On-site Responsibilities of Conference Planning Committee

The on-site duties of the conference planning committee vary but each is asked to follow-up on all details of their areas and co-ordinate any outstanding details with the National meetings manager. Some of their responsibilities have been noted under their particular areas. The entire committee is responsible for serving as hosts to all attendees throughout the conference and is strongly urged to personally welcome as many attendees as possible. They are your guests who have come to your “party.”

L. Final Responsibilities of Conference Planning Committee

The conference planning committee is required to prepare a final report. Upon submission and acceptance of the final report by the Convention Policy and Planning Committee and the National Executive Director, the Region rebates will be distributed.

Each coordinator is encouraged to contribute to the final report. It should include all positive and negative results of the conference, and recommended areas for improvement

in future conferences (see Section V. for the Revenue Sharing policy and more information on report contents).

The final report **must** be completed and forwarded to the Convention Policy and Planning Committee and to the ASPRS Executive Director no later than 60 days after the conference is concluded. A copy of the report should also be supplied to the chair and the region conference chairs named for all upcoming meetings. This will provide them with very practical information. A sample final conference report is included as Appendix E.

M. Benefits to Conference Planning Committee

Complimentary Registrations – The following persons or groups of people are approved for complimentary registrations based on Board Policy. Requests for expectations and/or exemptions to the policy must be submitted to the ASPRS Executive Committee for review and approval prior to the opening of the conference.

Full complimentary conference registration is provided for:

- Conference chair(s) / Vice chair
- Conference committee coordinators (at the discretion of the Conference Chair)
- Keynote Speaker(s)
- General Session Speaker(s)
- Upcoming annual Conference Chairs(s)
- Upcoming annual Technical Program Chair(s)
- Workshop Coordinator
- Workshop Presenters

Three nights complimentary lodging is provided to the Conference Committee Chair during the conference.

VIII. DUTIES AND RESPONSIBILITIES OF NATIONAL STAFF

A. Contract Negotiations, Deposits, and Insurance

The Executive Director or his/her appointee will negotiate and execute all agreements with contractors, sites and vendors necessary for affecting the conference.

National will make deposits or prepayments as required.

National would obtain certificates of insurance along with any necessary insurance riders for the conference site and vendors with whom they directly contract.

B. Conference Marketing

National will prepare all marketing pieces appearing in PE&RS and other publications.

The conference planning committee is responsible for providing the National production manager all materials as outlined in Section VII, K above. National will provide all other materials usually included in the programs.

C. Registration

A registration contractor employed by National prior to the conference will take conference registrations. They can be submitted by the web site, set up by National, faxed, phoned, or mailed to the contractor. The contractor will handle all necessary badges, receipts and tickets. The Registration Area on site will be fully staffed by the contractor and National at hours deemed appropriate for the conference.

One National staff member will be assigned to the Registration area to handle the daily financial reconciliation.

D. Proceedings Preparations

The Associate Executive Director will, upon receipt of the list of accepted presenters including names, addresses, phone numbers and e-mail addresses, from the technical session chairs, contact each of them regarding the details of submitting their presentations for inclusion on the CD proceedings. They will also receive materials from the Associate Executive Director regarding necessary forms, and other detailed logistical information.

E. Exhibit Hall and Corporate Sponsorships

A contractor retained by National handles all exhibit booth sales and corporate sponsorships. The contractor is responsible for sponsorships, booth sales, contract negotiations with the exhibitors/sponsors, collection of revenues, and assignment of booth locations. Regional hosts are encouraged to forward any exhibitor or sponsorship prospects to the contractor for follow-up.

National will designate a staffer as exhibit hall manager to handle on-site details.

A professional decorating company will be retained by National to prepare the exhibit hall according to the wishes of National and the vendors. They provide equipment and an on-site crew to set-up and dismantle all necessary components for the hall in accordance with local government regulations.

The ASPRS exhibit booth will be managed and staffed by National staff with booth proceeds being credited directly to National. ASPRS booth proceeds are NOT factored into the conference revenue.

F. Meeting Room Assignments and Signage

At least 90 days prior to the conference opening, the National Meetings Manager will make all site arrangements including room assignments for workshops, committee meetings, user groups, and technical sessions, order necessary audio/visual equipment, prepare room setups for all programs, and order food and beverages for all events held at the conference headquarters and for all outside activities. All room assignments will appear in the *Final Program*.

Appropriate signs for all events will be ordered by National and shipped directly to the conference site.

G. Conference Evaluations

An on-line evaluation survey will be sent by National to all attendees. The results will be shared with the conference committee as soon as they are finalized.

H. Special Events Held During the Annual Conference

The following special events are held during the annual conference but are not the responsibility of the conference planning committee. They will be coordinated by the National staff.

- * Executive Committee Meeting
- * Board of Directors Meeting
- * Committee Meetings
- * Division Meetings
- * Workshops
- Conference Social Event
- Memorial Address and Reception
- Awards Luncheon
- Exhibitors' Reception
- Past Presidents' Breakfast
- All special events (Anniversary celebrations, etc.)
-

*Expenses related to these events are not included in the conference budget.

I. Conference Web Site Development and Maintenance

National staff is responsible for developing, hosting, and maintaining the conference web site.

J. Miscellaneous

1. **Suppliers Contracts**
National will negotiate with contactors to provide all necessary registration services, exhibit hall setup, and AV equipment.
2. **Pre-conference Meeting**
One day prior to the conference opening, the National meetings manager and designated National staff will hold a pre-conference meeting with the facility conference manager to review all meeting details. Daily meetings throughout the conference will also be held between the National meetings manager and others both at the hotel and the conference site. The National meetings manager or an assigned volunteer will check each meeting room prior to the first session for proper room setup, correct placement of audio visual equipment, catering if ordered, prepare and place all signage for each event.
3. **Transportation for Offsite Events**
National staff will arrange for all transportation needs for events occurring off-site.
4. **Staff Office**
National staff will set up the headquarters office and provide necessary supplies and equipment for use of Executive Committee members, Board of Directors, and committee chairs.
5. **Photographer**
National staff will provide a photographer, who will record the Keynote and Plenary Sessions as well as the Awards Luncheon and other special events as needed.
6. **Audio Visual Equipment**
National will supply all necessary audio visual equipment for the general session room. They will supply an LCD projector, screen, cart, cables and sound system, (where needed given the room size) for each technical session room. No computers will be provided in the technical session rooms. All presenters are advised to provide their own computers.

APPENDIX A - Sample Letter of Interest

January 10, 2007

Dr. George Hepner
Chair, Convention Planning and Policy Committee
ASPRS
5410 Grosvenor Lane
Bethesda, MD 20814

Dear Dr. Hepner,

The ASPRS Central Region would like to offer to host the 2010 Annual Conference in Little Rock, Arkansas. The Central Region Board has contacted the Little Rock Tourism and Convention Bureau regarding a proposed conference in the Spring, 2010 timeframe. An excellent convention/conference facility, the Little Rock Exhibition Center, has sufficient space to accommodate an ASPRS annual conference and does have some dates available in Spring, 2010. The proposed theme for the Little Rock conference would be, "Commercial - Government Partnerships At Work in Geospatial Decisionmaking". The current President of the Central Region, Mr. John Doe, and the University of Arkansas student chapter faculty sponsor, Dr. James Smith, have graciously agreed to serve as co-Directors for the conference. Dr. Jane Brown, from Southwest Missouri State University, will serve as the Technical Program Coordinator. We are hoping to arrange our primary social event at a wonderful venue, the Diamond Mine Museum and Exploration Center.

Based on previous conferences in similar venues to those offered in Little Rock, the Region estimates attendance at approximately 1800. We believe the combination of Region support and excellent facilities in Little Rock will combine to make the 2010 Annual Conference a great success.

If you need any additional information, please do not hesitate to call me. I can be reached at 800-555-2000 or via e-mail at jgreen@usfedagency.gov.

Sincerely,

John Green
Central Region National Director

APPENDIX B - Site Selection Spreadsheet

	SITE 1	SITE 2	SITE 3
Dates Available			
Age of Property			
Dates to Avoid			
Future Renovations			
Sleeping Rooms Available #			
Percentage of Total Room Block			
Sleeping Rooms Rates			
Percentage of Annual Increase			
Single/Double/Triple Suites #			
State & Local Taxes			
Government Rates Percentage			
Reservation Deadline			
Rate Guarantee After Cutoff			
Complimentary Room Policy			
Presidential Suite w/connector			
Capacity of Pres. Suite for meet.			
Suite Upgrades for VIPs			
Cancellation/attrition Policy			
Condition of Sleeping Room			
Amenities in Sleeping Rooms			
Parking			
ADA Provisions			
First Aid/Medical Facilities			
Disaster Plan			
Portable Defibrulators			
Permits Necessary			
Large Meeting Rooms Available			
Breakout Rooms Available			
Exhibit & Meet. Material Storage			
Access to Meeting Space			
Condition of Meeting Rooms			
Lighting			
Temperature controls			
Internet/Computer/phone connections			
Fee for rekeying locked rooms			
Soundproofing of Meeting Rooms			
Amenities in Meeting Rooms			
Meeting Room Rates			
Meeting Room Setup Charges			
Meeting Room Reset Charges			

Charges for easels, lecterns, tables, chairs, podiums			
On floor staff (red coats)			
Windows in Meeting Rooms			
Exclusive Decorator			
Exhibit Space Available			
Exhibit Space Rate			
Exhibit Space Flooring			
Ceiling Heights			
HVAC during set up & tear down			
Alcohol in Exhibit Area			
Water in Hall & Meeting Rooms			
Exhibit Space Condition			
Loading Dock for Exhibitors			
Concerns with Exhibit Sp.			
Poster Display Area			
Registration Area			
AV Services			
AV Rates			
Exclusive Requirements			
Patch Fees			
Package Acceptance Fee			
Package Storage Available			
Security			
Experience w/meetings this size			
Caterer			
Food Function Space			
F & B Rates			
Amenities for Food Functions			
Menu Options			
Guest Services			
Nearby Rest. & Activities			
Guest Parking			
Parking Rates			
Distance from Airport			
Airport Transportation			
Overall Staffing Ratio			
Union Contracts			
Others groups scheduled			
OVERALL IMPRESSION			

APPENDIX C - Letters of Acceptance or Rejection to Abstract Presenters

Letters of Acceptance

[Insert current date]

Dear [Insert name of Presenter here],

We are pleased to inform you that your paper, “[Insert full title of paper here]” has been accepted for presentation at the ASPRS 200_ Annual Conference, [Insert dates of conference here] to be held at the [Insert name of hotel, city and state where conference is being held here] USA.

At this time, your paper is scheduled in the session [Insert title of Session here] on [Insert day and date of session here] and will be the [Insert the order in which this paper is to appear, i.e. first, second, third or fourth here] paper in the [Insert time frame here, i.e. 9:15 - 10:45 am] time slot. Your paper title will appear in the preliminary program, which will be mailed early next year, and will also be posted on the conference website. Room assignments will appear in the final program. Your presentation should last 15-20 minutes.

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE BY RETURN E-MAIL TO [Insert email address of Technical Program Chair(s) here].

SPEAKER REGISTRATION

Unfortunately, recent conferences have been plagued by speaker non-attendance. We understand that unforeseen circumstances may prevent speakers from attending the conference. If you are unable to attend please inform your session moderator, who will be contacting you within the next month or so. However, insofar as possible, we would like to limit last-minute dropouts. For this reason, we now require that all speakers register in advance of the conference. **PLEASE NOTE THIS IMPORTANT CHANGE IN SPEAKER/POSTER PRESENTER REGISTRATION REQUIREMENTS:**

Due to a significant and growing number of no-shows among presenters at recent ASPRS Annual Conferences, ASPRS has decided to change its Speaker Registration Requirements. This change also brings ASPRS policy in line with a number of other similar organizations. Please read the following paragraphs very carefully.

All Technical Paper and Poster Presenters, along with Moderators, are **REQUIRED TO PRE-REGISTER** at the appropriate **FULL REGISTRATION RATE**. This registration is required **within 60 days of the email notification** that their oral or poster abstract is accepted by the Technical Program Chairs. Presenters who register for Daily Registration must register at the appropriate Daily Registration Rate. There are no rebates for Speaker Daily or Student registrants.

Presenters who actually present their OWN technical paper(s) or poster(s) at the conference will receive a rebate reflecting the difference of the Full Registration Rate and the appropriate

Speaker Full Registration Rate. This rebate will be issued within 30 business days after the conference. If someone other than the person who received the notice of acceptance presents the technical paper or poster, that person must register at the appropriate Registration Rate and will receive the appropriate rebate after the conference (as outlined above) IF they attend the conference AND actually make the presentation. **FAILURE TO PRE-REGISTER WITHIN THE PRESCRIBED TIME LIMIT WILL RESULT IN THE PAPER BEING REMOVED FROM THE CONFERENCE PRELIMINARY PROGRAM AND PROCEEDINGS.**

PRESENTERS WHO CANCEL AFTER THEY HAVE REGISTERED AND PAID THE REGISTRATION FEE WILL NOT RECEIVE A REFUND OR REBATE.

The 60-day registration requirement begins with your receipt of this email. The on line registration form is available at [Insert the full conference on line registration URL here]

HOTEL RESERVATIONS

A block of sleeping rooms has been reserved at the [Insert the name of the conference hotel here] (the conference headquarters hotel) in [Insert the name of the city and state where the conference is being held]. Each conference attendee must make his/her own hotel arrangements by calling the hotel directly. To access our conference room block, you must reference the “ASPRS” group. The [Insert the name of the conference hotel here] is located at [Insert the full address of the conference hotel here] USA. Their phone number is, toll-free in the United States and Canada at [Insert conference hotel toll free number here] or directly at [Insert conference hotel direct number here].

INSTRUCTIONS FOR AUTHORS

Authors who want to submit materials for the conference proceedings will find both the Instructions for Authors and the Copyright Release forms posted on the ASPRS conference web-page at [Insert the full conference on line web site URL here].

Manuscripts for the proceedings and completed forms must be received at ASPRS Headquarters by [Insert the Proceedings Deadline here]. Please note that your standing in the program will not be affected by declining to submit material to the proceedings.

AUDIO VISUAL EQUIPMENT

ASPRS will provide a LCD projector, screen, podium, and microphone for each technical session room. **If you plan to make your presentation electronically, please bring your own computer. Likewise, Internet access will not be provided.** If you need additional equipment, please notify us as soon as possible for consideration.

There will be a Speaker Ready Room on site that will be equipped with a LCD projector and screen so you may do your last-minute preparations. Your registration packet will tell you where the room is located.

FOREIGN TRAVEL/REQUEST FOR INVITATION FOR VISA

Foreign participants should apply for travel permissions, passports, entrance visas, etc. as soon as possible since travel to the United States has become more difficult. To obtain a letter of invitation from ASPRS, contact Sokhan Hing at sokhanh@asprs.org.

Thank you for your interest in participating in the ASPRS Annual Conference. We look forward to a fun and informative meeting. We apologize for any inconvenience that this delayed notice may have caused.

Sincerely,

[Insert name(s) of Technical Program Chair(s)]
Technical Program Co-Chairs
ASPRS 200___ Annual Conference

Letters of Rejection

Dear (full name):

Thank you so very much for submission of your abstract entitled “_____” for the Annual ASPRS 2007 Conference. We received many abstracts, making the program decisions very difficult. Unfortunately, we will not be able to include your presentation at the conference.

Thank you very much for your interest in the Annual ASPRS 200___ Conference. We look forward to seeing you at the conference. Please acknowledge this notice by return e-mail.

Sincerely,

Technical Program Co-Chairs

APPENDIX D - Sample Final Conference Committee Report

ASPRS 2006 ANNUAL CONFERENCE RENO, NEVADA “PROSPECTING FOR GEOSPATIAL INFORMATION INTEGRATION” MAY 1-5, 2006

INTRODUCTION

Transmitted herewith is the Final Report of the Planning Committee for the American Society for Photogrammetry (ASPRS) 2006 Annual Conference held in Reno, Nevada, on May 1-5, 2006. The conference was co-hosted by the Intermountain Region (IR) and the Northern California Region (NCR) of ASPRS. George Hepner, University of Utah, and Alan Mikuni, U.S. Geological Survey, served as co-Directors for the conference. “Prospecting for Geospatial Information Integration” was the Conference theme for this meeting which was held at the Reno Hilton Hotel and Casino. Primary Conference Committee members and their assignments were as follows:

George Hepner (IR)	Conference Co-Director
Alan Mikuni (NCR)	Conference Co-Director
Trish Foschi (NCR)	Technical Program Co-Chair
Doug Ramsey (IR)	Technical Program Co-Chair
Charlene Sailer (NCR)	Technical Program Moderators Chair
Lloyd Blackburn (IR)	Poster Session Coordinator
Russ Congalton (ASPRS)	Workshop Chair
Clay Conway (IR)	User Group Coordinator
George Hepner (IR)	Commercial Sessions Coordinator
Lorraine Amenda (NCR)	Keynote Program Co-Chair
George Hepner (IR)	Keynote Program Co-Chair
Cindy Clark (IR)	Student Volunteer Co-Chair
Mike Hearty (NCR)	Student Volunteer Co-Chair
Lorraine Amenda (NCR)	Social Events
Maggi Kelly (NCR)	Social Events
Anna Marie Kinerney (ASPRS)	Social Events
Jeff Sano (NCR)	Logistics/Preliminary Planning
Bob Vitales (NCR)	Logistics/Preliminary Planning
Jim Plasker (ASPRS)	Headquarters support
Kim Tilley (ASPRS)	Headquarters support
Anna Marie Kinerney (ASPRS)	Headquarters support
Rae Kelley (ASPRS)	Headquarters support

This report provides perspectives of the Committee on the planning and execution of those Conference activities for which the Regional components had responsibility. Many Annual Conference activities that not documented in this report, such as contracts, exhibits, and workshops, are solely within the domain of the Headquarters ASPRS conference planning staff. Embedded within each report section are the personal observations, critiques, and suggestions of the Intermountain and Northern California Region Reno 2006 Conference Committee.

BACKGROUND

The concept of a newly reinvigorated Northern California Region (NCR) hosting a future National conference was among topics addressed by ASPRS Executive Director Jim Plasker during his keynote address at the June 7, 2002, installation dinner of the NCR in Sacramento, California. Following several months of internal discussion and debate among members of the NCR board of direction, a letter of intent proposing NCR hosting a future National Conference was submitted to then President Terry Keating on October 25, 2002. In the letter, a proposed partnering arrangement with Intermountain Region (IR) was acknowledged, since informal conversations between NCR and IR in the event Reno was selected as a venue has occurred. At the November 10, 2002, meeting of the ASPRS Convention Planning and Policy Committee (CPPC), NCR's proposal was noted as "A letter of intent from the Northern California Region has been submitted with several possible locations including San Jose, Sacramento, or Reno (in cooperation with Inter-Mountain Region)."

With the approval by the Executive Committee and Board of Directors of NCR's/IR's proposal and subsequent approval of Reno as the site for the 2006 Annual Conference, discussions between NCR and IR intensified and became more formal. An immediate need was for both Regions to agree on a conference Director. ASPRS Past Presidents George Hepner from IR and Alan Mikuni from NCR agreed to "place-hold" this position and to temporarily serve as Conference Co-Directors until a permanent Conference Director from NCR or IR stepped forward to assume leadership. As planning meetings between ASPRS Headquarters and the host Regions began in earnest, Hepner and Mikuni found themselves as the Conference Co-Directors.

THE VENUE

In 2003, Anna Marie Kinerney, ASPRS Conference planner, was hosted by the Reno-Tahoe-Sparks Convention and Visitors Bureau. She visited two prospective venues for the 2006 Annual Conference. John Ascuaga's Nugget in Sparks, NV, and the Reno Hilton initially met the basic requirements for a conference of the size of ASPRS'. After visiting, inspecting, and meeting with the staffs of both properties, Anna Marie recommended the Reno Hilton. She conducted numerous meetings and teleconferences with the Hilton event planning staff and arranged for an on-site meeting of the ASPRS conference planning committee from Northern California and Intermountain Regions.

PLANNING MEETINGS

On May 25, 2004, at the ASPRS' Annual Conference in Denver, Conference Co-Director Hepner convened a planning meeting among those Reno 2006 Planning Committee members in attendance. Initial committees were established, along with chairs and/or members.

On November 13, 2004, a planning meeting among Planning Committee members from IR, NCR, and ASPRS HQ was held at the Reno Hilton Hotel and Casino. Following introductions of committee members from both Northern California and Intermountain Regions, Anna Marie Kinerney guided the Committee through many of the key elements of conducting a National Conference. One element that was introduced, discussed by the group, but that required follow-up and conclusion by phone and email, was the conference theme. A theme and list of topical areas for papers would be needed prior to the design, printing, and distribution of the Call for Papers. A meeting with hotel meeting coordinator and associated staff was held. A tour of the hotel facility and proposed meeting room and exhibition hall was conducted. A convention of gun enthusiasts was in progress, so that provided an interesting backdrop to our deliberations

with hotel staff. Following the conclusion of the site visit and planning meeting, Anna Marie continued planning with hotel staff. Anna Marie signed the contract with the Reno Hilton.

CALL FOR PRESENTATION

After much deliberation, a conference theme of “Prospecting for Geospatial Information Integration”, linking Nevada’s mining history with ASPRS’ mission, was selected by the Committee. In addition, an array of conference paper topics was developed. The first Call for Presentation brochures were made available at the ASPRS Annual Conference in Baltimore, MD, in March, 2005. The Call for Presentations flyers were subsequently mailed to the broader audience.

PUBLIC RELATIONS

The Reno-Sparks Convention and Visitors Bureau provided materials for and staffed a booth at the Baltimore MD ASPRS Annual Conference in March 2005. Presentations at other meetings, conferences, and professional gatherings provided additional venues for promoting Reno 2006. Entries in the calendars-of-events published in many associated journals, publications, and periodicals provided additional exposure for Reno 2006.

TECHNICAL PROGRAM

Patricia (Trish) Foschi (NCR) and Doug Ramsey (IR) served as co-chairs of the Technical Program Committee. Their responsibilities, in collaboration with staff at ASPRS HQ, spanned the design of the technical program, development of the Call for Presentations, review and acceptance of abstracts, preparation of the technical program and input to the Preliminary and Final Programs and preparation for the actual execution of the technical program at the conference. Charlene Sailer (NCR) served as moderator coordinator for the Technical Program. Below submitted is the final report from Technical Program co-chair Trish Foschi.

Final Report on the Technical Program by Trish Foschi

***As Co-Chair of the Program Committee, I participated in many activities, both directly and indirectly related to the Program. My tasks were the following:

- I. Attending the Conference Committee meeting in Reno to view available meeting rooms and facilities and participating in Committee teleconferences.
- II. Contributing to and editing the wording for the Call for Papers.
- III. Helping edit the structure for abstract submission on the Conference Website.
- IV. Co-writing with Doug Ramsey the abstract review form (*form attached*).
- V. Recruiting many of the reviewers and corresponding directly with 22 of them (4 others were handled by 2 of the 22).
- VI. Organizing/distributing for review the 530+ original oral paper and poster abstracts.
- VII. FedEx-ing 80+ accepted oral paper abstracts on Photogrammetry and related subjects to Alan Mikuni, who organized them into Regular Sessions and returned them to me.
- VIII. Reading the remaining oral paper abstracts and organizing them into Regular Sessions and into Alan’s unfilled sessions to create 91 Regular Sessions (4 papers each) for the Preliminary Program.
- IX. Creating titles for all Regular Sessions not named by Alan.
- X. Redirecting abstracts judged to be too commercial by me and/or another reviewer to George Hepner, who provided the final determination that assigned them to oral papers, posters, or Exhibits and who later organized many of the ‘Exhibits’ into Commercial Sessions.

- XI. Assigning oral papers that could not be accommodated in the available Regular Sessions to posters.
- XII. Creating text for acceptance letters for oral papers and sending them by email to the authors indicating dates and times of their scheduled presentations and other pertinent information (*letter attached*).
- XIII. Sending the lists of accepted posters and rejected papers to Doug, who notified authors of acceptance/rejection.
- XIV. Keeping track of withdrawn oral papers and posters, and reassigning posters (mostly) to oral papers in Regular Sessions and changing session titles as needed (*letter to poster authors attached*).
- XV. Trouble-shooting as needed (moving oral papers/posters in Program to accommodate authors' schedules, reviewing and integrating papers lost from abstract database, handling the reassignment of Orhan Altan to a Panel Discussion, and numerous other things).
- XVI. Organizing the revised 91 Regular Sessions (80 having 4 papers each, 11 having 3 papers each) for the Final Program.
- XVII. Assigning room numbers to the 108 non-commercial sessions (Panel Discussions, Special Sessions, Regular Sessions).
- XVIII. Creating the 3-page Session Categories for the Program including General and Applications Categories (*original 6-page list attached*).
- XIX. Editing the Regular Sessions, Poster Sessions, and other parts of the Program proofs.
- XX. Editing some letters written by Charlene Sailer, who organized the Moderators.
- XXI. Interacting with Doug on matters needing a Program Committee decision, and redirecting information and questions that I received regarding Special Sessions/Panel Discussions to Doug, who handled this part of the Program.
- XXII. Redirecting other information and questions that I received to other appropriate parties (moderator volunteers to Charlene, student volunteers to Mike Hearty, papers for the Proceedings to Kim Tilley, and numerous other things).
- XXIII. Writing most of the Errata Sheet for the Program (30 oral papers withdrawn, 2 oral papers added, 1 poster moved; *other changes after Errata Sheet to be supplied by Charlene*).

The greatest amount of my time was spent organizing/categorizing for review the 530+ original oral paper and poster abstracts, organizing/revising the 91 Regular Sessions for the Program, and corresponding via email with Conference Committee members, ASPRS staff, authors, and others regarding various matters. During some weeks, the majority of my time was spent trouble-shooting. Other time-consuming tasks were editing the Program proofs and creating the 3-page Session Categories list.

Throughout the process of organizing the Program, the number and status of abstracts and Special Sessions/Panel Discussions were in a state of flux. Contrary to my original expectations, the abstract database often increased problems and time needed for various tasks. Some statistics will help explain what I mean. The original download of the abstract database after the submission deadline provided the following breakdown:

By type of submission:

Oral	461
Poster	71
Special Sessions	15
Video	1
-----	-----
Total	548

By subject of submission (without Special Sessions):

3D datasets/DEMs	35
Accuracy	20
Agriculture/Soils	21
Change Detection	18
Data Fusion	24
Data Standards	9
Education	17
Forestry	32
Geology	8
GIS	19
Hyperspectral	21
Image Classification	22
Image Segmentation	41
Land Cover/Weeds	15
Land Use/Land Cover	19
LIDAR	48
Photogrammetry	64
Technical	33
Water Resources	52
Web/Data Transfer	15
-----	-----
Total	533

During the formal abstract reviews and the initial organization of the 91 Regular Sessions, these numbers changed due to a number of factors: finding duplicate abstracts, finding Special Session papers mislabeled as oral papers, rejecting abstracts, moving commercial papers to Exhibits, and determining that some abstracts (oral and Special Sessions) were not in the database. By the first week in November, the breakdown was as follows:

By type of submission:

Oral – Accepted	364
Oral – Moved to Poster	55
Poster – Accepted	71
Special Sessions	19 (<i>Doug may have another count</i>)
Oral/Video – Moved to Exhibits	30
Duplicates	4
Rejects	7
-----	-----
Total	550

In addition, the breakdown of abstracts by subject had to be somewhat revised during the review process and greatly revised during the creation of the 91 Regular Sessions.

From my perspective, much time and energy could be saved and the main problems encountered could be solved by a comprehensive revision of the Conference Website, particularly to make better use of the database capabilities. This key factor would facilitate the work of the Program Committee and would improve communications with authors. The main problems and their potential solutions follow:

1. Problem encountered	2. Website solution
Confusion regarding commercial content	Authors to categorize the general content of their papers (commercial, applied, theoretical)
Time-intensive process of organizing abstracts into categories for review and subsequent Program sessions	Authors to categorize the content of their papers using a detailed decision-tree approach (e.g., applied → water resources → water quality, wetlands, etc)
Poor quality of abstracts (more than half)	Structure for abstract submission to provide clear instructions on how to write an abstract and what it should contain
Lack of description in abstract titles	Clear instructions on how to compose a title
Confusion regarding where to send things and/or whom to contact	List of all members of the Conference Committee and all ASPRS staff working on the Conference, their jobs, and their contact information
Confusion in submitting papers to Special Sessions/Panel Discussions	Highlighting these sessions better and having organizers submit all abstracts as a group (more time may be given)
Difficulty in finding duplicate submissions	Writing code that will check all names for duplications and alert author (and Committee if submitted anyway)
Needing permission to move poster to oral paper	Question: "If needed, would you be willing to present an oral paper instead of a poster?"
Conflicts in authors' schedules	Question: "When are you not available to present your paper during the Conference?"
Late start in finding Moderators	Question: "Are you willing to serve as a Moderator?"
Having to reverse late name(s), first name(s) in database for Program	Author to type in first name(s), last name(s) in database
Additional confusion in dealing with Asian (and other?) name order	Clear instructions for these authors
Authors don't read the information they are given	Condensing everywhere possible to bullets, short questions, and focused information

In spite of the overwhelming amount of work, I am glad I volunteered to help. However, I'm not planning to sign up again anytime soon. Perhaps, I should keep my head down...but I would be willing to participate in a comprehensive revision of the Conference Website.***

Technical Program Report: Attachment Guidelines for Reviewers
Abstracts for ASPRS 2006 Conference

Thank you for agreeing to review these abstracts. For each abstract, please provide a Score and Recommendation and further comments, as appropriate, using the following scheme:

Paper ID number:

Name of first author:

Name of reviewer:

	1	2	3	4	5	6	7	8	9	10
Score:	()	()	()	()	()	()	()	()	()	()

(1=lowest, 10=highest)

Work that is *primarily* advertising rather than presentation of new scientific and/or technical information should be housed in the Exhibition Hall. Please consider this criterion carefully; there is often a fine line between advertising and new information.

Recommendation: Oral Paper Poster Exhibition Reject

**Does the abstract appear to be scientifically and technically sound?
If not, why not?**

Other comments?

Technical Program Report: Attachment

Example Letter of Acceptance for Presentation Example Letter of Notification for Poster Session [See Guidelines Appendix C]

General Comments – Technical Sessions

Included below is an unattributed email exchange that occurred following the conclusion of Reno 2006. It highlights several points about which future Technical Program chairs may wish to pay attention. They are not new issues, but continue to be of concern to conference attendees, and, consequently, of conference planners.

*** I'm not sure what the drop-out rate was in Reno. I understand that the Baltimore Meeting there was about 20%. ASPRS now requires that everyone register by a certain date or else their abstract will be dropped from the agenda. Also, they are talking about keeping a list of repeat offenders - not sure where this is, but I think it's a good idea. There also seems to be a big problem with international submissions and issues with travel funds and visas. Not sure what to do here. It seems that if submitters register by a certain time, there is some commitment there to attend the conference. At the very least, ASPRS has the registration moneys to cover costs associated with expected presenters.

As far as the lead time for the conference, I am not altogether sure why ASPRS - and others, need that much lead time. As the technical co-chair, there is a significant amount of work to review abstracts and to organize the sessions. This took about 3 months of time (maybe more). This may be one question to bring up to the head office.

The session chairs are instructed to break when presenters do not appear in order to maintain the time line and avoid problems that you had. However, it seems that some did not heed that instruction. When the rubber hits the road, ASPRS has no control over the session chair when the session is in order. They can only issue rules and guidelines and hope that they follow them.

REPLY: I see that ASPRS has instituted a new policy that author of accepted abstract has 60 days to register for meeting or abstract will be dropped. This is due to "alarming dropout rate of speakers." I'm interested in your experience as technical program co-chair for Reno meeting. What was dropout rate at the Reno meeting? What was your experience like and what problems did you encounter?

I'm wondering if perhaps part of the problem is the long period (nearly a year) between deadline for abstract submission and the meeting. A person could lose interest and be on to something else after a year. In other professional organizations I belong to (e.g. Geological Society of America) the abstract deadlines vary from about 3 months to 6 months prior to the meeting. This seems much more reasonable to me. ASPRS has just extended the deadline to June 26 for the annual meeting a year away – probably because they haven't received enough submissions. They are asking for them way too early it seems to me.

I have a criticism regarding the technical program at Reno – probably something out of your control. I think each talk should be given a meeting time (e.g. 10:15 am) and session chairs should see that this is strictly adhered to, with breaks for no-shows. Following is a frustrating experience I had at Reno. I wanted to hear talks in two concurrent sessions – the first two talks of one session and the 4th talk of a different session. After hearing the first two talks I left that room and went to the other session. When I got there the session was completely finished and I missed the single most important talk for me of the entire meeting!

My bad experience is likely due to a combination of the two problems above – dropout of speakers and lack of a strict schedule for the talks.***

COMMERCIAL SESSION

Report on Sessions Track for Commercial Presentations by George Hepner

During the abstract review process, several abstracts were submitted with a singular focus on equipment, software or consultation methodology of private firms. While private firms are entitled to make presentations in the technical sessions, these abstracts were not objective scientific/technical presentations. They contained no description of other products/ approaches or comparative evaluation supporting the conclusions made regarding the value of their product or method. These abstracts were initially declined or placed in poster sessions so as to not undermine the goals of the technical sessions as being objective and not blatantly commercial.

However, given the number of these submissions, a commercial sessions track was created with eight sessions having three to four presentations each. The program clearly identified the sessions as commercial, and actually made it a “showcase” for the firms.

I believe that programs in the future should adopt this commercial session track as a showcase event. It will allow vendors to make presentations on their products without undermining the intent of the technical session’s program.

KEYNOTE SPEAKERS

George Hepner (IR) and Lorraine Amenda (NCR) served as members of the Keynote Speaker Committee. Throughout the early planning processes, many potential keynote speakers were discussed as were strategies for inviting them. One possibility, due to the significance of the devastating impacts of the 2005 hurricane season on the United States and the contributions being made by ASPRS sciences and technology, was to seek a keynote speaker from the hurricane response or preparedness community. George Hepner made a number of contacts with university colleagues in the Gulf Coast area, namely Louisiana State University. Alan Mikuni pursued a possible speaker from the Department of Homeland Security.

Another possibility, introduced by Conference Committee member Lorraine Amenda, was Shuttle Astronaut Steve Robinson, son of Bill Robinson, former President of Towill, Inc., a prominent San Francisco Bay Area photogrammetric mapping firm. Robinson was scheduled for a future flight of the Shuttle. Being from a “mapping” family and being associated with a program as highly visible as NASA’s shuttle program, would make Robinson an interesting name recognition “draw” for the 2006 Reno conference. His availability would, of course, depend on the flight schedule, and other NASA commitments prior to and during the week of Reno 2006. During August and September of 2005, and prior to the conclusion of planning for the preliminary program, NASA’s space shuttle Discovery was successfully launched and recovered. As a consequence of the Shuttle Columbia disaster, much attention was paid to the condition of the Shuttle spacecraft and of means to inspect similar structural damage, if any, incurred by the Shuttle Discovery vehicle. Prominent in the televised media was Shuttle Astronaut Robinson, who conducted extra-vehicular activities and collected using remote sensing and photogrammetric data for NASA’s inspection of the Discovery.

Alan Mikuni formally invited Robinson to serve as keynote speaker, and Conference Committee member Lorraine Amenda, a Towill employee, worked tirelessly in ensuring that Reno 2006 remained on Robinson’s and the NASA Speakers bureau’s planning calendar. Donn Liddle, a NASA colleague of Robinson’s and a graduate of California State University at Fresno, an NCR

student chapter, also agreed to co-present the keynote address, focusing on the photogrammetric aspects of the NASA analysis. Their participation was included in the preliminary program as “invited,” and was finally confirmed shortly before the conference. Below submitted is the report from Keynote Speaker co-chair, Lorraine Amenda.

Final Report on the Keynote Speaker by Lorraine Amenda

Stephen Robinson is the son of the former President of Towill, Inc. and a long-time ASPRS member, Bill Robinson. As an employee of Towill for many years, I was well aware that Steve was an Astronaut and had met him on at least one occasion. Steve had also worked in the surveying and mapping arena during school vacations over his years in college, so he was familiar with the fields of photogrammetry and remote sensing. With this knowledge, I suggested we may want to contact him as a possible keynote speaker. I had a co-worker, Warren McKean, make the contact with Steve and follow up until we had him confirmed. Warren has known Steve for years and actually supervised him on his temporary employment with Towill. Warren had also been in touch more recently when Steve wanted to explore close-range photogrammetry as a means of quantifying shuttle damage. It was definitely helpful to have someone who personally knew Steve making the contact. It also helped that we knew his father and, on at least one occasion, had his father speed up a response. Without these close contacts, Steve Robinson would not have been available for the keynote address. Following confirmation of his participation, Steve requested that Donn Liddle co-present with him and final travel plans were arranged by Anna Marie. I did coordinate the acquisition of the bios for both Steve and Donn as well as the description of their presentation. I arrived early at the ballroom on the morning of the keynote address and helped Steve’s parents, Bill and Joyce Robinson, find their seats.

PLENARY SESSION SPEAKERS

The planning for the Thursday morning plenary session speakers occurred late in the schedule. The approval by the White House of the Landsat Data Continuity Mission provided the highly relevant theme that would round out this conference session. Two very prominent speakers knowledgeable about this topic were invited by Alan Mikuni. Both R.J.Thompson from the USGS National Center for EROS and Darrel Williams from NASA’s Goddard Space Flight Center accepted the invitation.

CLASSIFIED SESSION

Classified sessions, that is, technical sessions on topics related to National Security, or involving tours of facilities requiring security clearances, have been features of several past Annual Conferences. During preliminary planning for the conference, Jeff Sano (NCR) and Robert Vitales (NCR) began the process of investigating topics and/or venues in the Reno area that might be suitable for classified sessions at Reno 2006. The US Geological Survey and National Geospatial Intelligence Agency were principal participants in past classified sessions and were consulted about potential Federal agency or commercial sector hosts for such a session. The only military venue, and potential classified facility for this event, was at a Nevada National Guard compound. However, the military component was a transportation unit, and could not have suitable classified facilities available. Other venues, such as the U.S. Navy Fallon Naval Air Station, which has a classified facility, were too distance to be a reasonable site for the session. After extensive research and consultation, it was concluded that Reno would not be a suitable venue for a classified session, and this particular aspect of Annual Conferences would not be a part of Reno 2006.

TECHNICAL TOURS AND SPOUSE ACTIVITIES

Due to the fact that Reno, the travel destination, and the Reno Hilton, a virtually self-contained entertainment complex, were the city and hotel venues, respectively, for ASPRS 2006, the Reno Conference Committee concluded that it would not be necessary to conduct formal family/spouse activities that have traditionally been part of Annual conferences. In addition, there were few large commercial or government venues available for the traditional Annual conference technical tours, so this feature was not included in the Reno 2006 suite of events.

SOCIAL EVENT

Lorraine Amenda (NCR), Anna Marie Kinerney (ASPRS-HQ), and Maggi Kelly (NCR) served on the Social Events Committee. During Anna Marie's site visit to the Reno-Sparks area, and her meetings with the Visitors Bureau, an array of possible social events and venues was suggested. Among them was the National Automobile Museum. In addition, the Reno Hilton meeting planning staff suggested a number of on-property events that could be included as the conference social event. Among these were a Western barbeque. After deliberation by the Conference Planning Committee, the Auto Museum was selected, and would occur on the evening of Thursday, May 4, 2006. Included below is committee co-chair Lorraine Amenda's final report.

Final Report of the Social Event Committee by Lorraine Amenda

This committee had few tasks. The location of the car museum was selected from a short list of available options in the Reno area by the full planning committee. Anna Marie worked with the site staff and caterer to arrange the menu and the various food serving locations. The committee was tasked to arrange volunteers to welcome the conference attendees as they arrived at the museum. One important task that was not foreseen was having someone direct the attendees to the buses for transport to the museum. Lloyd Blackburn saw the need and took up that task. During the Conference Planning and Policy Committee meeting it was discussed that the National ASPRS Board members should be more visible during the conference. It was decided that they would greet the attendees as they arrived at both the Exhibitor Reception and the social event. RSI staff were also on site as the event sponsor and took the tickets. Since the duties of the committee volunteers were not clear and these changes (Board member greeting and event sponsors) were not discussed in advance, the committee volunteers did not arrive as expected by National ASPRS staff, causing them to miss much of the event. In the future, it should be clarified as to what duties the volunteer committee members are expected to fulfill and how that dovetails with any other participation by the Board and event sponsors.

STUDENT VOLUNTEERS

Cindy Clark (IR) and Mike Hearty (NCR) served as co-chairs for the Student Volunteers Committee for the conference. Jeff Sano had originally volunteered to represent NCR as its co-chair, but needed to resign that post, as he was being transferred to Denver effective October, 2005. NCR was fortunate to have Mike Hearty immediately step forward to assume the co-chair position for that Region. The task of this Committee was to coordinate the activities of student volunteers prior to and during the conference. Work for the committee began in earnest following the approval to proceed with ASPRS Reno 2006. Conference committee members, and in particular, the Student Volunteers Committee, met with faculty in the two Regions to begin the process of eliciting student interest and, hopefully, volunteers for the conference. The Preliminary Program contained information and a form for students to use to formally volunteer for the conference. Announcements about Reno 2006 at other professional society gatherings

sparked inquiries from interested students, as well. Below included is Cindy Clark's final report for the Student Volunteers Committee.

Final Report of the Student Volunteers Committee by Cindy Clark

***My work as the Volunteer Coordination co-chair was an experience, which for the most part was a valuable lesson learned. There were things I did that could have worked better and things that worked well. My Co-chair Mike Hearty was great to work with.

There are a few things I would like to suggest, to make the next chair's experience a little easier.

- A guide for the Chair of the Volunteers would be great:
 - As a committee member, I was given a Thick book on the conference protocol. This was given to me at least a year before I started working on getting the volunteers together. I have since put it away. I needed something with quick instructions in it to the many different questions I received as students began to register for volunteering.
- First Instruction for all Volunteer Chairs -- READ GUIDELINES FOR VOLUNTEERS
 - I made mistakes in my assignments for volunteers, because I didn't read the guidelines for the volunteers.
- Second Instruction for all Volunteer Chairs – read the GUIDELINES FOR CHAIR OF VOLUNTEERS
 - If there was a short list (such as that for the volunteers) of things the Chair should do, with would help, including the times when the volunteers should be at each event. Yes the chair is supposed to read the volunteers' guideline, and the volunteers' are suppose to read the guidelines, but they didn't. So having these times in the guidelines for the Chair would be great. (Not in the BIG Conference book, that gets lost, or its too hard to use).
 - Also, a template for setting up the schedule, with the amount of minimum amount of volunteers needed for each event would be wonderful. That was a guess for me.
 - Having a list of answers to some of the dumb questions that are asked supplied to the Chairs would be good. Less work for Anna Marie. Below are some of the questions I was asked over and over.
 - If I was a fulltime student last year, but am employed this year and can't afford to come, if I enroll in a class can I volunteer this year.
 - I can only come for these many days, and work for only these many hours, can I still volunteer. (I said yes, because I needed all the bodies I could find, but others might not want to accommodate)
 - Can I get an official invitation letter from National Headquarters
 - I have already registered, but now I'm volunteering, how can I get a refund.
 - How do I register, now that I have volunteered? Can I still register on line?
 - How do I find the PDF file to fax in my registration form?
 - I know this is hard, but on the volunteer registration form, could there be a line that would have the person give an estimation of their ability to speak English, say on a scale of 1-10. This is a way for the chairs to schedules those that are not as fluent in English to places were their language skills might not be as challenged.
 - On the registration form, there should be a place to let the chair person know where the volunteer is staying, if it's at the host hotel, or if it is at another hotel. And when exactly is the volunteer arriving in the host city.

- A cell phone number of the volunteer would be nice, to help to keep track of the volunteer, before and during the conference.

I think that should be enough suggestions for making it easier for the next Chair of Volunteers. I would like to commend all my volunteers. They worked hard, and did all that I asked them to do.

Thank you for the experience of coordinating the volunteers. I hope that my suggestions will be of value to others during future conferences. ***

POSTER SESSIONS

Lloyd Blackburn (IR) served as Poster Session Coordinator. His responsibilities included coordination with the Technical Program co-chairs and ASPRS HQ staff to determine the details about venues and about posters to be presented at Reno 2006. Below included is Lloyd Blackburn's final report as Poster Session Coordinator.

Final Report of the Poster Session Coordinator by Lloyd Blackburn

***I participated as the Intermountain Regional Director.

I helped where ever help was needed.

My primary job at the Conference was to take care of the Poster Presentations next to the Exhibitors Hall. The second item I completed was photos for documentation.

I have several comments and some suggestions for the Poster Presentations.

Let me first give you some statistics.

Wednesday, the first official day of the Conference:	11 out of 23 (47.8%)
Thursday, the second official day of the Conference:	10 out of 25 (40%)
Friday, the last official day of the Conference:	2 out of 22 (9%)

or what amounts to a total of 23 submitted posters out of 70 requested showings (32.86%).

WHAT A POOR SHOWING!!!

Even with this few Posters, there was still traffic in the Poster Room at all times that the Exhibitors Hall was open!

Now, I would like to make a suggestion:

First and foremost there is no real incentive to provide a Poster for a presentation. At other Professional Conferences I have attended, there have been prize awards presented at a closing Awards Luncheon.

Here is my proposition for an incentive.

4 categories with 1st place (having a blue ribbon and \$200.00), 2nd place (having a red ribbon and \$150.00) and 3rd place (having a white ribbon and \$100.00). Total expenditure would be about \$2000.00.

The 4 categories would be Government, Private, Upper Education and K-12 Education. In the six Education Awards a one year membership could be awarded by ASPRS.

I think we need to talk about something like this.

Note: There were 2 posters placed on the boards that I could not find as a submitted poster in the Program on Friday and I could not find them anywhere on the previous days' Poster Presentations, and they were removed from the boards.

My second job was completed with the preparation of digital photo documentation of the Conference. I have 110 photos that may be used to help support the wrap-up Documentation. Please let me know where I can send the photo-CD.

It has been really great working with you-all. Thanks!!!! I would do it again if asked. ***

USER GROUPS

Clay Conway (IR) served as chair for the User Group Committee. In preparation for these sessions, exhibitors were contacted regarding their interest in hosting User Group meetings. Following these contacts, twelve vendors agreed to host User Group sessions, which were made available to conference attendees, free of charge. Four such sessions were scheduled for Monday, May 1, 2006, and eight were scheduled for Tuesday, May 2, 2006. One vendor, Definiens, did not appear as scheduled for its Monday session. A packed room was disappointed and Conference planners were made aware of this disappointment. Travel delays for the Definiens staff were the cause. By and large, all User Group sessions were well-attended and user satisfaction was high. Below included is the final report by Clay Conway (IR), Coordinator for the User Groups.

Final Report of the User Group Coordinator by Clay Conway

***First, let me say that it was a pleasure to work with Anna Marie Kinerney on the User Group coordination. She is really on the ball, she got me off on the right track, and we worked well together. I also had some initial very good input from George Hepner. We accomplished the various tasks on schedule. Last fall I contacted all the vendors inviting each to sponsor a User Group meeting. Out of the 40 or so vendors we lined up 13 to do User Groups. It all went fairly well, but was a lot more work than it needed to be because most of the vendors were not very responsive. I had to make repetitive contacts even with those who gave agreed to sponsor meetings. It was especially difficult to get from them the short paragraph about their meeting that was needed for the program.

At the meeting I checked, and so did Anna Marie, to see that things went well for the User Groups. The Hilton did a good job; meeting rooms were set up properly. The vendors were generally satisfied; one company, Eagle Mapping (Nick Dudley) complained that they wanted to start setting up at 7 am for 8 am meeting and were not able to get in until about 7:30. Unfortunately two of the companies (Definiens – Markus Heynen, and Airborne Data Systems – David Fuhr) failed to show for their User Group meetings, and failed to advise us in advance. So we had some pretty unhappy meeting registrants who were sitting around wondering, along with us, what was going on. Several people complained that they came to the meeting one day, and in at least one case, two days, in advance *just to attend* the User Groups that were 'no-shows.' That is a shame. I later met and talked with Markus Heynen – he had to travel from Germany and ran into unavoidable problems he said; he did not seem to be particularly troubled about it however. We had earlier gone out of our way to arrange for Definiens to have a full day instead of the normal half-day allotted. Perhaps these two companies should be denied vendor status next year? What do you think?

Well, it was a good experience overall for me, but I'm not particularly interested in doing it again. I learned a lot about how that aspect of the annual ASPRS meeting works.

Overall, the meeting was great. The social activity at the National Automobile Museum was successful. I thought the Reno Hilton was a very good venue.***

HOT TOPICS

A new type of conference offering, Interactive Networking, or known more colloquially as "Hot Topics," was provided to conference attendees. The one-hour sessions, held concurrently in a large meeting room and in groups of circled chairs to promote the desired interactive networking, were well attended. The Hot Topic sessions were held on Wednesday May 3, 2006, and provided venues for open dialogue with key ASPRS leaders. The topics were: "Certification – What's in it for me?" "State Licensure", Professional Development and Getting a job", "LiDAR – Guidelines, Applications & More", "Data Acquisition in times of disaster", and "The Future of Landsat." A repeat of the sessions occurred the following day, indicating the interest in this session. We would recommend future conferences provide this networking opportunity in the program.

CONCLUSION

Conference Co-Directors Hepner and Mikuni managed the planning of the Reno 2006 by convening only two face-to-face meetings early in the process, i.e., in May 2004, and in November 2004. Subsequent planning meetings were convened remotely. Technology, in the form of email and telephone conference calls facilitated planning among Committee members who were distributed across the geographies represented by the Intermountain and Northern California Regions, and with a meeting venue situated nearly midway between the major population centers of the IR (Salt Lake City) and NCR (San Francisco Bay Area). Throughout 2005 and early into 2006, monthly (roughly) teleconference calls enabled the Conference Co-directors, Committee members, and Anna Marie Kinerney to remain in contact and to ensure that any dialogue that required personal, interactive exchange of information be conducted in that planning environment. Email, by and large, was the predominant means of communications between and among ASPRS HQ and Committee members. In particular, Technical Program co-chairs Foschi and Ramsey email-transmitted many megabytes of technical program abstract and review materials to that committee's review team. Content and editorial reviews for the Call for Presentation and both the Preliminary and Final Programs were similarly handled by Anna Marie Kinerney and Rae Kelley using the email systems.

In the final analysis, the Conference Co-Directors and Committee members pay tribute to Anna Marie, Rae, and the other members of the ASPRS HQ staff for their leadership, expertise, hard-work, and deft handling of the overall scope of the planning of the Reno 2006 conference. In particular, we acknowledge their extraordinary patience in overseeing the trials and tribulations of two small ASPRS Regions undertaking the massive undertaking of hosting an Annual Conference. From reports we have received about Reno 2006, our combined efforts resulted in a very well conducted and attended conference, with 1,497 badged attendees.