

Notes from 6/15/2010 Checkin Call for 6/25 NCTech4Good Conference

Call 712-451-6000, Code: 315312#

Attendees: Nancy Shoemaker, Trish Perkins, Sean Watson, Tani Kennedy, Paula Jones, Judy Hallman, Marjorie Fowler, Leandra Ganko

Judy's items

- No video - frees up a couple of volunteers. Other needs?
 - Flip onsite interviews would be okay. Raf can do interviews with FlipCameras.
- No projectors of ours. If we get one for the Collaboration session, is it needed elsewhere?
 - Judy will order the second projector. Expect to use it just in Shoemaker/Jones session.
 - We will have flip chart easels in all the rooms (Judy will check; Nancy has pads)
- NetSquared T-Shirts? Does anyone want to wear these "organizer" shirts? NO. If you want one ask Judy or tell Tani.
- Social media "stuff"?
 - Leandra can tweet during the conference. Nancy can do twitpic. All others can help out.
 - One hashtag for conference (unless speaker announces another)
 - Paula to give speakers a heads up for how they want to handle the backchannel (if any).
 - Agreed to deemphasize the use of the backchannel as a real-time communication tool.
 - No one is expecting to get remote access to the meeting (though we had talked about recording)
 - Leandra will be taking pictures -- setup a flickr photo group for NCTech4Good
 - Tani will also be taking pictures and can upload with her card reader.
- Drawing
 - Items for the drawing: books, T-shirts, hats, NTEN messenger bags, NTEN mugs anything else?
 - No
 - Drawing logistics? (have to be present to win? can we streamline this?)
 - Nancy, Tani, Judy to discuss further
 - Announcements in the general welcome - email such to Sean
- Evaluation. (Online only?)
 - Judy has a draft up. - Sean, Judy, Nancy to look at this.
 - If hardcopy, needs to go into the bags
 - If hardcopy, we need to have a place for them to return it
 - Just one for the conference, not one for each session.
 - Nancy to convert Judy's to SurveyMonkey and then look at making that printable.
- Intro - Sean
 - Thanks sponsors.
 - Marjorie is available to speak for PIN, Inc. here. Recognizing 20th anniversary.
 - Announcements
 - Sean and Marjorie to work it out.

Leandra

- Has an e-mail to the Wine people.
- What do we need from them?
 - Friday Center staff will serve the wine
 - Leandra might be able to get the wine at cost (vs. retail). Leandra and Judy to discuss.
- Need logo/name by COB tomorrow if it's going in the program -> Nancy

Nancy's items

- Comments on the program?
 - Room assignments - Track 2: Uses/Applications in Redbud (large).
 - Do we need a welcome letter? Sean send it to Nancy by COB tomorrow.
 - Number to print? 100? (85 sounds good to Judy, Paula). Moore Printing (Todd Whitaker (toddmpeg@nc.rr.com; 919-821-3293) - recommended by Paula.
 - Pull in new TechEffect graphic from the web site?
 - Change logo for Philanthropy Journal.
 - Paula will review. Tani has comments.
- Who will be assigned to "host" the speakers? (i.e. what do the registration people tell the speakers as they check in?) Paula -> registration.
- Location of sponsor tables. See draft at <http://bit.ly/9NaQyK>. Need to add at least one more.
 - Judy will coordinate with Friday Center - # of tables with Power, and extension cords?
- Speaker A/V setups. [See draft](#)
 - Judy will followup with Bicket on Macintosh (Sean may be able to get his configured for this). Will also ask about lectern microphone
 - Trish will coordinate with Annaleise and Sean to host Annaleise's presentation
 - Paula, Judy -> forward info to Nancy so registration can figure it out.
 - Judy, Paula, Nancy bringing laptops for the three rooms.
- Registration volunteer signup - <http://www.doodle.com/6xw6i2yf7qnpaknn>

Other

- Room setup: classroom or theater? ([capacity list](#))
 - Theater
- Table topics at lunch? Pick two or three?
 - Social Media; General IT Issues; Communications ; Databases
 - Sean will draft
- Sean may send flyers to Tani for TechEffect

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