

SER SW 2024 Annual Conference Planning September 12 – 14, 2024 TUCSON!

3 April 2024

Present: Elise, Carly, Anita, Colin, Ondrea, Laura, Carianne, Lydia

Conference Planning Progress

1. Dates set and contract signed with Doubletree Reid Park in Tucson
2. Save the Date post made on Facebook
3. Fourwaves conference planning software retained to streamline all processes
 - a. Website
 - b. Registration
 - c. Management of abstracts
 - d. Schedule builder
 - e. Participants will be able to access abstracts from website
4. Website (bare bones) is live!
 - a. <https://event.fourwaves.com/sersouthwestconference/pages>

NEXT:

1. MailerLite email to all lists
 - a. Save the dates
 - b. Link to website for updates
 - c. “add me” to conference email updates
2. Postcards with QR code to website
 - a. Send 50 cards to each board member for distribution
3. Call for Abstracts
 - a. Build on website, make live
 - b. Send out announcement
 - c. Abstracts to be due in early August
4. Develop budget
5. Set up registration

General

- Student engagement
 - NAU student group is back up and running! (Carly, Laura, & Anita)

- Networking opportunities
- Poster contest
- Anita will spend some time getting contracts from Tribal Colleges

NEEDS from Board:

1. Ideas for keynote speaker(s)
2. Share conference emails (from MailerLite) to your networks when you receive them
3. Begin gathering raffle items
4. Funders forum
 - a. Contacts for funders that might want to participate
5. Contacts for potential sponsors
6. Google doc for ideas: <https://docs.google.com/document/d/1Fk5iTSY9UjomxWb5uHCsTOxVGqw3t2WwCHS449Eqzp8/edit?usp=sharing>

OTHER:

1. Santa Fe conference wrap up: first in-person post-covid shutdown conference was a success! Hoping for even better participation this year as has previously been true of Tucson location conference.
2. Please send Kristina Young updates for newsletter before April 17.
3. Several questions were asked regarding student chapter participation: Q1: what does the new NAU student chapter need to enhance participation in Tucson meeting? Q2: Are there possibilities for initiating ASU and Tribal College student chapters? Can there be more formal student networking events? A student poster contest?
4. There was discussion about having flexibility between 15 and 30 minute time slots, as well as lightning talk format.
5. There was discussion about tailoring field trips around the late summer climate of Tucson.
6. Anita suggested creating a google doc for the conference which is available at the link above.
7. The next meeting will be Friday August 2 at 11am MDT.