At the fall 2016 board meeting we discussed the need to have a list of suggested topics for regional reports. We also encouraged regional representatives to include ides for ways to promote attendance. The following outlines suggested content for reports from regional representatives.

1. Summary Of **Most Recent Conference**
   a) Location
   b) Key Leadership Roles Including Conference And Site Chairs
   c) Stats
      • Papers Accepted (% Acceptance Rate)
      • Attendance Numbers (Faculty, Students, Vendors)
   d) Content
      • Speakers and Titles
      • Pre-Conference And Post-Conference Workshops
      • Panels, Tutorials, K-12, Nifty, Works-In-Progress, lightning talks, Encore Presentations, lightning talks
      • Faculty "best Poster"
      • Student Events And Winners (helpful to list winners)
         • Programming Contests
         • Posters Contests
         • Research Contests
         • Hackfests
         • Software Projects
   e) New Events and Promotions
   f) Thanks
      • Sponsors for events

2. Planning And Details For **Upcoming Conferences**
   a) Location(s)
   b) Key Leadership Roles Including Conference And Site Chairs
   c) Scheduled Planning Meetings
   d) Deadlines for upcoming conferences

3. Elections & Thanks
   a) Results of regional elections
   b) Thank yous to members stepping down from leadership roles
   c) Thanks to sponsors of conferences and events within region

4. Regional Items
   a) Current Issues and Concerns
   b) Task force initiatives
   c) Open positions
   d) Overall Health of Region

Additional Thoughts
Our regional reports serve as a historical record for events and decisions for each region. While including links to web sites in your report is helpful, they may not be valid after several years thus it is important to include key data in the report.

-Jeff Lehman, CCSC Vice-President, March 2017