Exit Report

|  |  |
| --- | --- |
| Name | Kate Eisen; Kelsy Ervin; Richard Matta |
| Contact email: | Kate.eisen@gmail.com |
| Task/Role | Scheduling Sub-Committee |

Just leave a section blank if you don’t feel the question applies to your task.

|  |
| --- |
| Describe your role/task: Ordering talks into sessions and making the programs (long and short version). |

|  |  |
| --- | --- |
| What did you wish you had known beforehand? |  |

* Double check numbers to make sure you’re not missing people. We had a couple of talks/posters that slipped through the cracks, which luckily we caught before the schedule was finalized.
* Set really firm deadlines for making changes to abstracts. We had lots of people submitting or changing their information late, and it caused us to have to delay getting the program printed. I think it might be better to not allow changes to any abstracts after the late registration deadline, but if you do want to give people a chance to proof the program and make changes, allow extra time and be really firm about your deadlines.
* During the call for abstracts, you may want to say talks will be first come first served, or come up with some other way to prioritize who gets to give a talk (see below, “What didn’t work?”).
* During the conference, our earliest sessions were not well attended. This is just something to be aware of when scheduling talks/plenaries.

|  |  |
| --- | --- |
| Contacts | N/A |

|  |  |
| --- | --- |
| What worked? |  |

* One person kept track of requests for talks/posters and came to our organizing meeting with strips of paper with titles and authors for talks. We used these to organize talks into sessions, and referenced abstracts on a laptop when necessary.
* It only took us about 2 hours to organize talks into sessions, and then after that each of us took responsibility for organizing talks within a few sessions and adding those to the program.
* We were flexible about our talk session themes—we started off with a number of themes that didn’t end up constituting sessions because we knew we had to make the concurrent sessions the same length. Be creative and willing to reorganize talks.

|  |  |
| --- | --- |
| What didn’t work? |  |

* We decided to let everyone give a talk who wanted to. This included people who registered that they only wanted to give a talk or preferred to give a talk over presenting a poster. This meant that we had to accommodate ~75 talks, which was more than Western had in 2013. To do this, we changed the schedule in two ways: we made the days longer, by starting registration at 7:30 on Friday and Saturday, and we also made the sessions longer. Most of our sessions had 8 or 9 talks per session. While this did work, it made the sessions/days super long, and I think it might have been better to divert some of the later registrants to the poster session.

|  |  |
| --- | --- |
| Give a general timeline to completing the task. |  |

* The day after registration closed, we met for 2 hours to organize talks into sessions. This was the only time we met in person. We then took a few days to finish putting the program together before sending it to registrants to proof, which you may not even want to do because it generates a lot more work, and we didn’t even print the abstracts.

|  |  |
| --- | --- |
| Do you have any online accounts or account information to pass along? |  |

|  |  |
| --- | --- |
| Future Goals |  |

|  |  |
| --- | --- |
| Other comments | N/A |