

20220605 D35 Conference Lessons Learned Session

Sunday, June 5, 2022 6:11 PM

- What went well
 - Evenly split between in person and virtual registrations
 - Keynote speaker
 - Officer installation Matt Kingsley
 - Net positive budget (pending final numbers)
 - Set up done well
 - Providing registration refunds to virtual attendees
 - Registration
 - 28 - clubs registrations
 - 67 - in person registrations
 - 64 - in person attendees
 - 64 - virtual
 - Stayed on schedule or ahead of schedule
- What could we do differently
 - Education
 - On the evaluation forms add speaker name and/or session name
 - Too many sessions to choose from, reduce the number of sessions
 - Include room monitors for each session/speaker
 - Registration
 - Keep registration policy consistent
 - Determine onsite registration process in advance
 - Schedule/programming
 - Add more open/free time, networking opportunities
 - Bring MC into planning process earlier
 - Add inspiration at lunch and banquet
 - Review the raffle process - too many prizes to a single winner
 - Should we cover two weekends?
 - Prepare program book in advance (suggestion 2 weeks in advance)
 - Develop/review conference planning checklist
 - Check district website for planning documents
 - Develop a "Run Book" for day of
 - Technology
 - Test hybrid technology in advance
 - Bring camera closer to lecturer (main session)
 - Check audio quality
 - Review conference specific website and test links
 - Add videos from the conference to the custom conference page
 - Consider using Hoova as a hybrid conference tool
 - Keynote
 - Review keynote speaker topic(s) in advance
- Other items
 - Prepare and submit long term technology equipment needs