

**CONFERENCE DEVELOPMENT COMMITTEE MEETING**

**Tuesday October 10, 2 p.m. ET.**

**Present:**

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| Tina Mattison | Roger Rand | Debbie Olguin | Eric Payne-Santiago |
| Rick Pierce | Joe Tommasino | Mark Dalton | Ally Meadows |
| Creadell Webb | Janet Cornell | Norman Meyer |  |

**Minutes:**

1. **Welcome and Introductions**

There were no questions on the minutes from last meeting**.**

1. **2023 Annual Conference Reviews**
2. **Deadlines**
	1. **Midyear (Orange County, CA February 4-6)**
	2. **Annual (New Orleans, LA July 21-25)**
3. **Subcommittees**
	1. **2024 proposal subcommittee**

We received 55 conference proposals. It will take a while to read through them all. After that is complete, we will then choose which would be best for mid-year and annual.

* 1. **“Know before you go” webinar – Regarding how to navigate APP**

Tina suggested an email to be sent out after someone registers. Possible topics to include would be what is the difference between mid-year and annual, benefits, user experiences, and information on networking/building relationships. Next Court Express will include a summary of the differences between mid-year and annual. Information from the article could be used. Court Express over the next few months will include topics that may be used as a starting off point.

Webinar would be difficult to manage for the 750 people. May need to create a video to play then add a 15-minute question and answer session with breakout rooms. 30-minute videos can be promoted on Court Express.

Goals: How to use the app, generic how to get the most out of the conference, specific information for the midyear/annual conference, and promos for the conference.

Attendee testimonies: both new and members that have been multiple times (what really stands out, bigger take aways.)

* 1. **Commercials – One for CA and one for LA**

Cameo may be a good to option to handle the commercial production.

* 1. **Video of how to use APP – lots of nifty features.**

Create video on how to use the app for the conference. Roger can help the person who is setting it up. Erica can be the voice over actor. Items that most people will be using, high level, and not every single item. Roger will be researching how to capture video from phones. Creadell suggested iPhone feature to use record screen. He would be a good sounding board.

* 1. **Hosts – Roger and Kristie**
	2. **Virtual MC**

Need a virtual host. Tap into tools we learned during COVID. Agenda items should include items for virtual attendees. Virtual host could show Spotlight videos and discuss. Virtual attendee SIG sessions. Place all virtual attendees in an open forum to talk about whatever they want to talk about. Virtual host can use tablets to monitor chat.

1. **New/Old Business**

Site selections are on-going currently. Four locations will be visited in three cities during the next two days. We will have a decision out shortly.

1. **Good of the Order**

Set aside a mediative space with low light and soft music. A place for someone to recoup their thoughts.

Possible early morning sessions starting at 7am. Morning Coffee with Peter Kiefer. Police escort with marching band to walk attendees to the social event, would be fun for New Orleans. Great way to have informal interactions with fellow attendees.

Meeting dates –November 14, December 12, **January 9**, February 13, March 12, April 9, May 14 and **June 11**.