IDA Conference Planning Meeting Notes with Debbie and Diane

10/20/17

Sponsorship Information:

* There is a scrolling message board at GA. Tech.- Roni-this could be a sponsor perk and allowed for those that don’t want a table.

Rooms Set-Up:

There are 4 rooms in total and 3 can be combined. One room is a large auditorium-type space.

* Combine 2 rooms to create the Assistive Tech. Showcase Space
* Howard and Swift schools bringing students to demo. Tools and Howard has an AT lab that is ready to use.
* Tools for Life needs 3 tables for their materials
* Possible room for 6 vendors (tech related) in tech lab

**119 A & B** combined to be tech showcase and rotations all day long. 10 round tables and 6 for vendors (Diane is checking if they can use a combination of round and rectangles)

**119C-** 3 rotations of 45 minutes each (Technology focus)

* Consider CCSD Technology that Supports the Dyslexic Learner as one of the 3 rotations

**Auditorium**- 3 rotations of 45 minutes each (structured literacy focus)

* Consider the presenters who have shared at our outreach meetings (J. DeRosa, etc…) for one or two rotations

Other presentation topics to consider: Executive functioning, dysgraphia, dyscalculia

Estimated times for each session rotation

9:00-9:45, 10-19:45, 11 -11:45 (15 mins. In between)

1:00-1:45. 2:00-2:45, 3-3:45 (15 mins. In between)

Vendors stay until 4.

Need -name for conference, certificate of attendance

Other considerations: IDA books to sell, Diane finding out how many vendor tables we can put in the hall

Action Items:-Diane call GA. Teach to determine how many vendor tables we can have in the hall. Size of tables, and if we can get rectangle tables. Also asking about our nominal fee. Is there a charge for parking? What do they consider to be a nominal fee?

**Continued Role Suggestions:**

Roni- will finalize sponsor packet. vendors

Renee- work on presenters

Erika/Roni- AT room, vendors

Kelly- registration process

Diane & Debbie- snack table, what to put in swag bags.

Discuss fee structure -possible number of free admissions with IDA registrations. IDA member-free non member-$10 (?)

Suggestion: IDA Members get extra perks? Swag bag? No fee to register? Strategies to increase IDA membership and increase the value of the joining.

Please add your thoughts, suggestions, and ideas here.

$15 for members-1/2 day session

$25 for non-members

Under age 16 free – if registering in advance (otherwise

**Proposed Presentation Schedule:**

**Morning**

|  |  |  |
| --- | --- | --- |
| Room | Time | Presentation |
| 119 A & B | 9:00-9:45 AM | AT Showcase |
| 119 A & B | 10:00-10:45 AM | AT Showcase |
| 119 A & B | 10:55-11:35 AM | AT Showcase |
| 119 C | 9:00-9:45AM | Tiffany Sunday (Reading Pen Rep -Personal experiences) |
| 119 C | 10:00-10:45AM | Megan Rodriguez & Maxann Wanamaker (Technology that Supports the Dyslexic Learner) |
| 119 C | 10:55-11:35AM | Struggling Readers and Writers No More |
| Auditorium | 9:00-9:45 AM | Carolyn Phillips (her dyslexia story) Not yet confirmed |
| Auditorium | 10:00-10:45AM | Structured Literacy -Ellen Hill |
| Auditorium | 10:55-11:35AM | Word Detectives-Natalie Felix |
| Auditorium | 11:45-12:00PM | Awards Presentations (2) |
|  |  |  |

**Afternoon**

|  |  |  |
| --- | --- | --- |
| Room | Time | Presentation |
| 119 A & B | 1:00-1:45 PM | AT Showcase |
| 119 A & B | 2:00-2:45 PM | AT Showcase |
| 119 A & B | 2:55-3:35 PM | AT Showcase |
| 119 C | 1:00-1:45PM | Struggling Readers and Writers No More |
| 119 C | 2:00-2:45PM | Megan Rodriguez & Maxann Wanamaker (Technology that Supports the Dyslexic Learner) |
| 119 C | 2:55-1335PM | Tiffany Sunday (Reading Pen Rep -Personal experiences) |
| Auditorium | 1:00-1:45 PM | Carolyn Phillips (her dyslexia story) Not yet confirmed |
| Auditorium | 2:00-2:45PM | Structured Literacy Ellen Hill |
| Auditorium | 2:55-3:35AM | Word Detectives-Natalie Felix |
| Auditorium | 3:45-4:00PM | Awards Presentations (2- different from morning) |

Need commitments by middle of next week.

Dimensions of Dyslexia in Partnership with Georgia’s Tools for Life presents- (add working title) -bridging the gap?

QR Code for program that is linked to IDA website.

$500 for gifts and awards. Service Award plaque-$150

Concessions – cost $500 and income probably $250 (Diane)

Reg-online (they take a cut of the fee)

Event registration programs and find out what the fee is for each registrant. This is the program that they always used.

Erika will send it to Kelly Schreiner (reg online information).

Check to see who has the signage from the last conference (Roni)

Volunteer list (Diane)

Sign for the road, sign for parking

Susie will handle the program and get the deadline.

Marketing-

Roni-finishing sponsorship package.

Service Award and Leadership in Literacy Award (educator)

Ann Marie to add the nomination forms online. Can be voted on during the February board meeting. (Whitney will take this on).

2017 and 2018 recipients

Need ideas for marketing