

## NAAAW 2016 Wrap-Up

Suggestions and observations:

1. Gail: Not having the business meeting on Sunday morning resulted in ending on an upbeat note, rather than the “downer”.
2. Great layout for program - several people commented; color coding the program tracks was helpful. Suggest putting revision date on the program form so you know if you have the latest version.
3. Display program on posters at entries to meeting rooms; also display hotel layout of conference room locations.
4. Rather than putting badges in packets, keep the badge inserts separate and then all the packets can be generic - this would have simplified handling at the registration table.
5. Print name info on both sides of the badge inserts so they are readable when they flip over inevitably.
6. If you have simultaneous translation, locate the translator far enough away from the front tables so the background talking doesn't distract.
7. Sign outside hospitality room should NOT say “Hospitality Room” because non-workshop people can be confused; sign should say something like “Archives Workshop Room”.
8. Put “vegetarian/vegan” and “kosher/halal” and “diabetic friendly” banquet options on the registration form (if the hotel can accommodate these choices) - the 2016 registration had a question on the form about special needs but many people didn't understand that to mean that there were menu options.
9. Using Square for on-line registration and credit card payments worked well.
10. Important to have check box on registration form asking permission to share contact information. Consider limiting sharing to email address only.
11. Preregistrations - about 40% were by credit card.
12. Volunteer coordinator needs to work with each of the other committees to ensure volunteer needs are met for all functions.
13. Session coordinators, timekeepers and leaders should be lined up well ahead.
14. Session leader scripts worked well.