



SAWE
CANADA CHAPTER

**2017 SAWE International
Conference – Montreal
Next Steps**

Technical
Conference **2014**
Kingston, Ontario

Rod van Dyk

October 4, 2014

Agenda

- i. Planning Status**
- ii. Expand the Committee**
- iii. Tasks for 2015**
- iv. Potential Sponsors**
- v. Tasks for Start of 2016**
- vi. Tasks for Fall of 2016**
- vii. During the Conference**
- viii. Key Points**



- ✓ Conference Planning Committee “Bid Team” formed:
 - Whidy Kiskunas, Stuart Norris, Kathy Lacroix, Robert Hargrave
 - Support from all members of the Canada chapter executive board by holding monthly planning meetings

- ✓ Bid for 2017 International Conference:
 - Presentation given to Executive Board at the 2014 SAWE Conference in Long Beach, CA
 - Proposed short list of various hotels in downtown Montreal that would meet SAWE’s minimum requirements
 - Bid was unanimously accepted

- ✓ Key Planning Decisions:
 - Host Site – Montreal, downtown
 - Conference Dates – May 20-24, 2017
 - Hotel: Hotel Omni Mont-Royal (contract signed on Sept.26, 2014)
 - Kudos to D.Jay Feldman, Kathy Lacroix, and Stuart Norris in picking an excellent venue!





HÔTEL OMNI

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Expand the Committee

Committee Positions to be filled:

- Chairman
- Publicity - works with VP Publications
- Technical Papers - 100% handled by VP technical Director International Committee
- Vendors - works with VP Vendor Relations
- Budget - works with Exec Director
- Facilities - co-ordinates details of requirements with hotel (above beyond contract)
- Registration - works with VP internet
- Training - works with VP Training



Committee Positions to be filled (continued):

- Transportation – local requirements (how to get from airport to hotel etc.)
- Special events – plans local activities (working from previous examples)
- Program – works with VP Vendor Relations
- Photography – nominate someone to take photos of everything during conference!
- Event Coordinator – normally provides details during conference of any changes to the events (also attends the events in general)
- Hospitality – works with hotel to ensure “we obey” the rules, buys the “beverages”, and willing to work long hours during the conference
(will become the most popular person at the conference)



Starting in 2015 we have to start working on some details:

Possible Events

- What type of events have been well attended in the past?
- Brainstorm a list that aims to get a wide variety of ideas.
- Focus on those events that celebrate our culture and achievements
- We want our attendees to never forget Montreal!

Guest speakers (Opening session, S&P luncheon, Awards Dinner)

- eg. Chris Hadfield, Roberta Bondar, Marc Garneau, Pierre Beaudoin, Bob McDonald, Marc-Andre Valiquette, etc.

Technical Program – start working with Tech Director

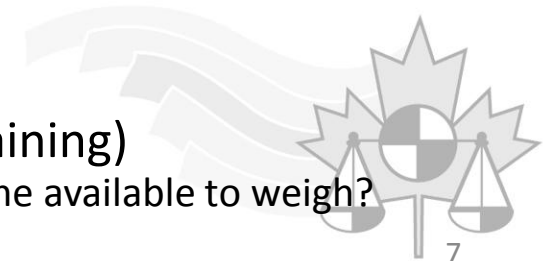
- Build off our networking with Engineering Universities to generate interest in submitting technical papers

Hold regular planning meetings (every 1 or 2 months) to ensure progress

Discuss signage

Identify what can be offered for training (with VP training)

- For example, if you want to weigh an aircraft, do we have one available to weigh?



Toward the end of 2015, some more details:

- Ensure all Committee positions are filled
 - Suggest “team-work” philosophy thus creating accountability and automatic back-up of responsibilities. (we can take on multiple responsibilities but suggest that no one “go it alone”)
- Work with hotel to allocate rooms for vendors, presentations etc.
 - Ensure A/V is satisfactory for all meeting and conference rooms
 - Be mindful of “flow of traffic”.
- Start to plan planning conference (Sept.2016)
 - Suggested planning is approx 9 months prior to conference
- Form Provisional Budget
 - Normally copied from previous years
- Build list of Company Sponsors
 - “Sell” the conference sponsorship benefits to our employers
 - Be sure to identify the various worldwide companies represented by this conference
- Hold regular planning meetings to ensure progress
 - Yes, we meant to repeat that....



Potential Sponsors



Starting in 2016 and going forward:

- Start to put details on program
- Start to firm up vendor events
- Start to firm up technical program
- Start to firm up hotel requirements
- Finalize Planning meeting



Starting in September 2016:

- Hold Planning Meeting WITH International Committee
 - This will take the place of our usual fall conference...called a REGIONAL conference
 - Goal is to already have submitted papers from Canadian universities at this meeting

- Firm details of program, events, transportation, signage etc
 - Ensure agreements, contracts are signed, pricing is known and agreed

- Hold more regularly meetings (can be online), to confirm details are done

- Refer to “submittal” dates of program for publication
 - See chapter 3 and/or talk to VP Publications for dates



During the Conference in May 2017:

- The “Committee” needs to man the registration booth for entire duration
 - This is the focal point of activity and where conference attendees can get directions and address concerns
 - Roles and responsibilities must be clearly defined for each committee member so we know who can resolve each particular issue
 - Willingness to “lend a hand” as needs arrive

- Note that computers, etc are all supplied by SAWE

- Keep good communication between all committee members to “check in” on progress and to highlight needs



Key Points

- ✓ Our committee works VERY closely with the International committee to set up this conference
- ✓ We are following an established process of successfully holding conferences
- ✓ We have help at almost every position to make the conference successful.
- ✓ The SVP will help us at every stage
- ✓ The International Board is always available to help
- ✓ SAWE International have learned from previous experiences
- ✓ The By-laws have been updated on how to hold a conference (chapter 3) – this is the perfect starting point to get things going
- ✓ **WE ARE NOT ALONE**...the international committee will help us and guide us at every stage



Links



Adobe Acrobat
Document

Operations Manual



Microsoft
PowerPoint Presentat

Canada Chapter 2017 Bid

