Karen Moranski and Kimberly Craig
University of Illinois at Springfield
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AIS2008 Final Conference Report

2008 Conference Overview

The University of Illinois at Springfield hosted the 30th Annual Conference of AIS October 23-26, 2008. The conference hotel was the President Abraham Lincoln Hotel and Conference Center located in downtown Springfield.

Logistics

The site of the conference hotel in downtown Springfield provided easy access to tourist attractions, restaurants, etc. for conference attendees. For a record of the number of hotel rooms reserved per night, please see Appendix I. The conference planners budgeted for transportation (3 Cavallo buses) from the hotel to the UIS campus for one evening event (cost = $1500.00). In addition, the conference planners used a UIS van for the duration of the conference to transport conference attendees with mobility concerns to events at the Abraham Lincoln museum, the UIS campus for specially scheduled meetings, and tourist attractions. The van was inexpensive (cost = $15.90 for the whole conference; we paid by the mile), but as a 15-passenger van, it was not as accessible for participants as we would have preferred.

The travel arrangements were more complicated for this conference than for conferences in larger metropolitan areas. The airport in Springfield is small, and is only served by two airlines. We provided substantial information on the website and in email updates regarding hotel shuttles to the airport and train station, and we provided advice regarding rental cars and shuttles from airports in nearby cities (such as St. Louis, MO or Bloomington, IL). At least one of the conference attendees commented on the conference evaluation form on the lack of convenience associated with a small venue like Springfield, but most attendees were able to move in and out of Springfield with relative ease.

Planning Process

UIS managed its planning process through a relatively small staff in the Office of Undergraduate Education, consisting of the Office Manager, the Assistant to the Associate Vice Chancellor, the Associate Vice Chancellor for Undergraduate Education (Karen Moranski, the conference host), an extra-help employee (not hired specifically for the conference, but with duties reassigned), two student workers, and volunteers from faculty/clinical instructors who designed the program and managed the book ordering. Faculty participated in the early stages in selecting the conference theme and then later in hosting events associated with the conference, such as the dinner circles. The planning process worked because the staff worked together constantly on details and was in constant communication. Faculty input in the planning process was not as strong as initially hoped, but faculty participation in the conference itself was quite strong (28 presenters were from UIS).

UIS recommends constant communication with the AIS conference liaison, Roz Schindler, with Phyllis Cox in the AIS office, and with former conference hosts.

Proposals and Programming

As reported to the board on October 22 (see Appendix 1), UIS received 91 proposals by the admission deadline, and another 5 after that date that were accepted for the conference (several in lieu of participants who dropped out early). Two proposals were rejected after failing to make requested

changes. In the 96 proposals, there were 124 presenters. The quality of the proposals was quite good (as judged by the AIS Conference Liaison, Roz Schindler, and the UIS conference committee), and the conference committee was able to place the proposals into four tracks:

- Engagement and Knowledge Making;
- Engagement and Public Policy;
- Engagement in Teaching and Learning; and
- Engagement and Action.

The program consisted of 53 total sessions scheduled in 10 concurrent sessions. There were two special events (the Springfield Race Riots lecture at UIS and the reception at the Abraham Lincoln Presidential Museum), and two keynote speakers, both at lunch on the Friday and Saturday at the luncheon. One of the keynoters was associated with AIS because of the 30th anniversary while the other was a local faculty member and social activist, whose activities related well to the conference theme.

A problem reported by previous conference hosts was the number of presenters who backed out between proposal acceptance and the conference. The numbers for the UIS conference were relatively small—only 10 presenters backed out from May to October, and we had late requests from AIS members who wanted to be included late in the process, and we substituted them for the presenters who backed out. Our net loss was very small (about 4). Conference hosts will need to determine their willingness to make such substitutions late in the planning process.

There were 159 conference registrants at the end of the conference from 26 states, the District of Columbia, and four foreign countries (the Netherlands, Australia, Canada, and Chile). Of the 159 attendees, 99 were new to AIS. Attendance by graduate students was smaller than in the two previous years, perhaps because of the conference theme or perhaps because UIS is a small liberal arts institution with a majority of undergraduates (therefore without as many connections in the larger world of graduate education). UIS recommends making special efforts to recruit presentations from undergraduates and graduate students in future years.

Budget
The budget is attached in two forms, as Appendix 2 and Appendix 3. Appendix 2 is a budget summary, similar to the budget provided as an example in the AIS Conference Planning Guidelines. Appendix 3 is a more detailed version of the budget that may be more helpful to future conference hosts. UIS was able to return a net profit (not including membership dues and workshop revenues) of $878.00. It is worth noting that early promises by deans at UIS for subventions for sponsorship of the Museum event did not come through due to campus budget rescissions during early Fall 2008. The Office of Undergraduate Education was able to use its own funds to replace those promised subventions. Conference hosts should be prepared for such situations, and UIS recommends that conference hosts have all subvention agreements in writing.

Appendix 1:

Thirtieth Annual AIS Conference 2008

Hosted by University of Illinois at Springfield

Board Report: October 22, 2008

Conference Proposals	
91	Proposals received by submission deadline
5	Proposals accepted after submission deadline in lieu of participants who dropped
2	Proposals rejected after submitters failed to make changes
124	# of presenters in the 96 proposals

Notes:

- No money spent on mailing out Call for Proposal

- Some frustrations with submitters pulling out

- I like last year's suggestion of building a permanent submission site on the AIS webpage that could be used for conference proposal submissions, but I know separating that from the institution hosting the conference can be problematic.

Conference Sessions	
124	# of presenters on proposals
Approx. 10	# of presenters who backed out from May to October; note that we had folks who took their place, so the numbers ended almost even
53	Total number of sessions
10	# of Concurrent Sessions (3 @ 60 min.; 5 @ 75 min.; 2 @ 90 min,)
22	# of single-proposal sessions (increased by session drop-outs)
31	# of multiple-proposal sessions
Technology Needs	
41	Presenters requested Projectors with laptops or projectors without laptops (they are brinqinQ their own
3	Presenters requested Overhead proiectors

Notes:

- Beware of hidden charges at the hotel for technology needs, such as internet costs that are not specifically addressed in the contract or power cords for AV carts.

- Get your university to supply the vast majority of the technology needs, and get the university IT folks to donate equipment free of charge (you'll probably have to pay for staff time).

- It may be safest to assume, as we are doing in most cases, that at least one presenter in every session will need a laptop, projector, and screen.

Conference Attendees	
160	Total registered as of 10/22/08
145	Registered before Early Deadline (10/3/08)
4-5	Guests (not attending sessions)
2	Graduate Students (receiving conference registration reduction)
94	First Time Attendees
6	Attendees from Foreign Countries: 3 from Netherlands, 1 from Australia, 2 from Canada
26 states + D.C.	Attendees from the U.S.: Illinois (28); Kentucky (15); California (14); Michigan (12); Ohio (7); Wisconsin (7); Maryland (6); Iowa (5); Massachusetts (5); Arizona (4); Georgia (4); New York (4); Texas (4); Florida (3); South Carolina (3); Tennessee (3); Virginia (3); Alabama (2); Colorado (2); Connecticut (2); Missouri (2); Pennsylvania (2); District of Columbia (1); Minnesota (1); New Jersey (1); Oregon (1); Vermont (1)

Hotel Rooms Reserved	
0	Tuesday night
59	Wednesday night
89	Thursday night
87	Friday night
52	Saturday night
1	Sunday night

Appendix 2: Final Budget (Summary)

MONEY IN		
	Registration & Workshop Income	$38,771.33
	UIS Subvention - Provost	$6,000.00
	UIS Provost Grant for Faculty Registrations	$4,200.00
	UIS Subvention - Office of Undergraduate Education	$4,000.00
	Book shipping reimbursement from AIS	$87.13
Total Money In:		**$53,058.46**
MONEY OUT		
Food	$25,201.56	
Online Registration Fees (ADTRAV)	$3,834.00	
Speakers	$2,038.00	(Larry Golden - $500.00; Ray Miller - $1538.00)
Printing	$1,166.15	
Student Scholarships	$200.00	
Registration Items	$2,757.96	
AIS Liaison Visit	$327.61	
A / V Equipment	$1,230	
Miscellaneous	$563.16	
Optional Events	$5,046.68	
Hotel Facility Fee	$4,829.00	
Hotel Lodging for Phyllis Cox	$416.64	

Bookstore	$268.81	
Money to AIS:		
Membership Dues:	$3,650.00	73 Memberships Paid with Registration at $50 each
Nuts & Bolts Workshop:	$650.00	26 Registrants at $25 each
Extra Revenue:	$878.89	
Total Money to AIS:		**$5,178.89**
Total Money Out:		**$53,058.46**

Appendix 3: Final Budget-Detailed

Money In				
Registration & Workshop Income			$38,771.33	
UIS Subvention - Provost			$6,000.00	
UIS Provost Grant for Faculty Registrations			$4,200.00	
UIS Subvention - Office of Undergraduate Education			$4,000.00	
Book shipping reimbursement from AIS			$87.13	
Total Money In				**$53,058.46**

Money Out				
AIS Heading	**Conference Expenses**	**Party Paid**	**Amount**	**Total**
Food	Conference Hotel - Food & Bevereages	PAL Hotel - Food & Beverages	$15,392.34	
Food	UIS Dinner	UIS Catering	$2,000.70	
Food	Museum Dinner	August Evenings Catering	$7,808.52	
Food Total				**$25,201.56**
Online Registration Fees (ADTRAV) Total			$3,834.00	**$3,834**
Speakers	Honorarium	Honorarium: Golden, Larry	$500.00	
Speakers	Honorarium	Honorarium: Miller, Ray	$1,538.00	
Speakers Total				**$2,038.00**
Printing	Printing (Conference Books & Name Tags)	UIS Printing - Conference Programs	$1,047.15	
Printing	Posters	Capitol Blueprint	$119.00	

Printing Total				**$1,166.15**
Student Scholarships	Registration Fee Reimbursement	Student Conference Fee Reimbursement - Farris	$100.00	
Student Scholarships	Registration Fee Reimbursement	Student Conference Fee Reimbursement - Hill	$100.00	
Student Scholarships Total				**$200.00**
Registration Items	Conference bags, lanyards, etc.	Tailored Printing	$2,537.96	
Registration Items	UIS folders	Central Stores - UIS Folders	$220.00	
Registration Items Total				**$2,757.96**
AIS Liaison Visit	Liason Expenses	Liason Expenses	$327.61	**$327.61**
A / V Equipment & Tech Support	On-Site Conference Technology Equipment / Support	UIS Technology & Equipment Costs	$1,230.00	**$1,230.00**
Miscellaneous	Miscellaneous	Miscellaneous: Craig Mileage	$57.90	
Miscellaneous	Miscellaneous	Miscellaneous: Guthrie, Kathy	$232.50	
Miscellaneous	Miscellaneous	Miscellaneous: Ply Mileage	$23.28	
Miscellaneous	Miscellaneous	Miscellaneous: Reutter Hours	$55.25	
Miscellaneous	Miscellaneous	Miscellaneous: Reutter Mileage	$19.30	
Miscellaneous	Miscellaneous	Miscellaneous: Snelson Hours	$155.63	
Miscellaneous	Miscellaneous	Miscellaneous: Snelson Mileage	$19.30	
Miscellaneous Total:				**$563.16**

Optional Event		ALPLM Foundation (Gift Shop)	$250.00	
Optional Event		ALPLM Rental & Coat Check	$3,081.86	
Optional Event		Cavallo Bus Line	$1,500.00	
Optional Event		Miscellaneous: Sat Dinner Circle	$93.06	
Optional Event		Miscellaneous: Sat Dinner Circle	$25.59	
Optional Event		Miscellaneous: Sat Dinner Circle	$34.27	
Optional Event		Miscellaneous: Sat Dinner Circle	$14.00	
Optional Event		Miscellaneous: Sat Dinner Circle	$32.00	
Optional Event		Accessible Van (rented from UIS)	$15.90	
Optional Event Total				**$5,046.68**
Hotel Facility Fee (conference rooms, podiums, mics, etc.)	Conference Hotel - Facility Fees	PAL Hotel - Facility Fee	$4,829.00	**$4,829.00**
Hotel Lodging (Phyllis Cox)	Conference Hotel - Lodging	PAL Hotel Room - (Lodging for Phyllis Cox)	$416.64	**$416.64**
Bookstore	Bookstore Sales Tax Paid	Sales tax paid for bookstore	$131.68	
Bookstore	Bookstore Web Site for Credit Card Purchases (ADTRAV)	Bookstore web site for credit card purchases	$50.00	
Bookstore	Return unsold books to publishers	Shipping	$87.13	
Bookstore Total:				**$268.81**
Money to AIS:				

Membership Dues:		73 Memberships Paid with Registration at $50 each	$3,650.00	
Nuts & Bolts Workshop:		26 Registrants at $25 each	$650.00	
Extra Revenue			$878.89	
Total Amount Returned to AIS:				**$5,178.89**
TOTAL MONEY OUT:				**$53,058.46**