

## Conference Steering Committee (CSC) Report

### Committee Members

*Chair:* William Bridel (University of Calgary) / *Members:* Simon Barrick (University of Calgary); Robert Case (Old Dominion University); Beth Cavalier (Georgia Gwinnett College); Chen Chen (University of Alberta); Brian Menaker (Texas A & M – Kingsville); Joshua Newman (Florida State University); Vicky Paraschak (University of Windsor); F. Michelle Richardson (The Citadel: The Military College of South Carolina)

The Committee had three main priorities in 2016-2017: (1) Coordination of the 2017 conference in Windsor, Ontario, Canada; (2) Site selection for 2019 and 2020 conferences; and, (3) research cities/sites for the rotating cities model moving forward.

2017 Conference in Windsor: Working with the staff at Caesars Windsor, the CSC coordinated all food/beverage and AV needs for the conference. Working closely with the Programs Committee, meeting rooms were allocated for the paper sessions, meetings, receptions, and keynote speakers. Opening Reception sponsorship was secured (\$3500); we are pleased to welcome Tourism Windsor Essex Pelee Island to our conference this year. RegOnline was launched for conference registrations on June 5, 2017; there were only a couple of minor difficulties reported by members during their registration process and these were resolved as quickly as possible. As of October 10, there were 305 registrants for the conference. Thanks to Katie Esmonde and Simon Barrick for coordinating graduate student volunteers to assist with onsite registration/delegate check-in. Thanks also to Sue Heath from Caesars Windsor for all of her guidance and support in preparing for our event.

2019 and 2020 Site Selections: CSC members Robert Case and F. Michelle Richardson assumed the roles of co-conference locators, tasked with site selection for the 2019 and 2020 conferences respectively. Working with Helms Briscoe, several different cities were explored based on NASSS conference requirements and in accordance to the grid that had been established for the rotating cities model. The search for the 2019 conference included Ottawa, Montreal, Baltimore, and Virginia Beach. The search for the 2020 conference included San Diego, Tucson, Phoenix, Dallas, Fort Worth, Austin, Houston, and New Orleans. Based on conference needs and restrictions as well as hotel availability, the final recommendations put forward to, and approved by, the NASSS Board of Directors were Virginia Beach (2019) and New Orleans (2020). Hotels in both cities are held for 2019 and 2020 and contracts are being drafted. A considerable amount of work was done in a short period of time by both Michelle and Bob; huge thanks to both for their efforts.

Rotating Cities Model: While searching for sites for the 2019 and 2020 conferences, the rotating cities model was taken into consideration and informed the creation of the initial list of cities. With 2019 and 2020 sites now confirmed, the focus of the CSC moving forward—in close consultation with the Board of Directors—will be to create a specific list of cities in each of the four geographic areas to be considered for future conferences 2021 and beyond. This list will be published in the 2017-2018 version of the CSC report.

Following the completion of the conference in Windsor, the CSC will begin to focus on plans for the 2018 conference in Vancouver, British Columbia; thanks to outgoing Conference Locator, Michelle Helstein for her hard work in securing a site for NASSS next year. RegOnline is now managed by a new software platform, CVent Event Cloud. The CSC Chair will be meeting with CVent personnel early in 2018 to discuss any potential implications on the organization and conference registration in the future. Finally, thanks and appreciation to all members of the CSC for their work over the past year on the various tasks outlined in this report and beyond.