Conference Steering Committee (CSC) Report

Committee Members
Chair: William Bridel (University of Calgary) / *Members:* Robert Case (Old Dominion University); Beth Cavalier (Georgia Gwinnett College); Danika Kelly (University of Calgary); Rob Lake (Douglas College); F. Michelle Richardson (The Citadel: The Military College of South Carolina)

All follow-up tasks from the 2017 conference in Windsor, Ontario were completed, working closely with NASSS Treasurer, Brenda Reimer.

Working with the staff at Hyatt Regency, the CSC coordinated all food/beverage and AV needs for the conference. Collaborating with the Programs Committee, meeting rooms were allocated for the paper and poster sessions, meetings, receptions, and keynote speakers. Exhibitors were organized in consultation with the Programs Committee. RegOnline was launched for conference registrations on June 9, 2018. As of October 8, 2018 (one week after early bird registration closed), there were 305 registrants for the conference. This is consistent with previous years but even greater numbers taking advantage of early registration is encouraged for future conferences as this helps with final planning for the various functions. The Chair of the CSC worked with Faye Linda Wachs to ensure registration of students who were recipients of the fee waiver. Thanks to Katie Esmonde and Sophy Chan for coordinating graduate student volunteers to assist with onsite registration/ delegate check-in as well as the provision of AV and silent auction support during the conference. Thanks also to Darin Lee from the Hyatt Regency and Rachel Lytzki at Freeman Audio-Visual for their support in preparing our event.

Members of the Conference Steering Committee also contributed to work done on the rotating cities model by a subcommittee led by NASSS President, Josh Newman.

Following the completion of the conference in Vancouver, the CSC will begin to focus on plans for the 2019 conference in Virginia Beach, Virginia continuing to work closely with the Programs Committee. Updates will be made to the NASSS Policies and Procedures Manual to reflect current practices related to the organization and delivery of the conference. Finally, the CSC Chair will continue to converse with CVent personnel regarding potential changes to RegOnline—the system used for NASSS membership and conference registrations.

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.