Communication with Presenters for the 2009 MOBIUS Conference

Kelly Mitchell (St. Charles Community College) and Mary Batterson (Columbia College) were the 2008 – 2009 MACPAC members who handled the communication with the presenters. It was the first time for Kelly to do this and the second time for Mary.

Timeline of the Communication with the Presenters

December 12, 2008: Personalized emails were sent to the individuals for whom MACPAC had approved their presentation proposals. This acceptance letter included the following points:

- Indicated whether they had been assigned a 45 or 60-minute time slot.
- Gave the deadline of 5:00 p.m. on Friday, December 19, 2008, for them to confirm they were still interested in making the presentation.
- Included the information they had provided in their presentation proposal and asked them to submit any changes as to how the information should appear in the conference program by 5:00 p.m., Friday, January 30, 2009.
- Listed dates of note: deadlines for the presenters and dates when they would hear more from us about various matters related to the conference and their presentations.

January 23, 2009: Personalized emails were sent to the individuals for whom MACPAC had not approved their presentation proposals. When appropriate, we suggested that the individual might want to bring promotional or informational materials to the Conference's Share Fair.

Mary Batterson created a distribution list of presenters to facilitate sending some of the emails listed below to all the presenters at once. The emails sent via the distribution list are the ones that did not necessitate personalization in their text.

March 12, 2009: Using the distribution list, an email was sent to inform/remind the presenters that the MOBIUS website now contained the conference program as well as information on how to register for the conference and for a room at Tan-Tar-A. The email also asked the presenters to register for the conference soon if they had not already done so and told the presenters that information about the technology available in each of the Tan-Tar-A meeting rooms would be emailed to them in April.

April 9, 2009: Using the distribution list, an email was sent to the presenters with information about posting of presentation materials (PowerPoint slides, handouts, etc.) to the conference website and about technology provisions at the conference.

- Told them that if they would like their presentation materials posted to the conference website prior to the conference, the presenters needed to submit a preliminary or final version of the materials to mcoconf@umsystem.edu by May 5, 2009.
- Told the presenters that we would email them closer to the conference with the number of registrants for their session so that they would know how many printed copies of their

materials to bring with them if they had not been able to have the materials posted to the website prior to the conference.
- Provided information about the technology available at the conference for the presenters.
- Reminded them to register for the conference itself and for lodging at Tan-Tar-A if they had not already done so.

May 26, 2009: Personalized emails were sent to the presenters with the information below.

- A link to the "Tips for Presenters" on the conference webpage.
- Number of registrants for their session as of the closing of Early Bird Registration on May 15, 2009.
- If the presenters were planning on bringing handouts, told them to allow for extra copies for attendees who registered after May 15th.
- If they had not submitted the final version of their presentation documents to MCO, the presenters should do so after the conference.
- Name and institution of the room host for their session.
- Listed the duties of the room host.

June 8, 2009: Personalized emails were sent to the presenters:

- Thanking them for having made their presentation at the conference.
- Telling them that their session evaluations would be emailed to them later by MCO.
- Telling them to submit the final version of their presentation documents to mcoconf@umsystem.edu by June 15, 2009, if they had not already done do.

June 8, 2009: Using the distribution list, a separate email was sent to the presenters asking them for feedback about the pre-conference communication with them, the room setup, and the support received while making their presentation. Specific questions were listed to elicit this feedback. The email also reminded them to send the final version of their presentation materials to mcoconf@umsystem.edu by June 15, 2009.