

2016 CISC Leadership Symposium
 PLANNING COMMITTEE MEETING AGENDA
 Jan 27, 2016 | 1pm-4pm | [GoToMeeting](#)
 Join: 1-408-650-3123 Access Code: 254-522-085
 In-person: Conference Room A, 1st Floor, Sacramento COE

Topics		Person
Welcome		Angelica
Pre-con Update / CUE Update	Putting their press release out on upcoming partnerships this spring – can be discussed offline. Email information to Angelica and Kitty. Great set up Jam Sessions, hands-on robotics session, Google Playland (play in the Google administrator’s window), lesson design. Five or six; really nice selection. Twenty students (groups of 3) sharing their ideas about school in general. What do they want school to be like? California Media Student Film Festival – 8-10 most popular student films from last year. Also giving tips and tricks. (CUE is absolutely great to work with.)	CUE
Event Onsite A/V Assistance and LCDs	LCD goal has been met. Reminders will be sent to those who volunteered to bring equipment. All equipment should be labeled in advance so it can be returned to the proper person. Angelica will be talking with Kitty later today re: additional onsite A/V assistance. Mike suggested reminding presenters to bring extra Dongles – perhaps equip room monitors with extra equipment. Craig will be doing a site visit to the theatre next week. No camera person in the theatre.	Angelica
Subcommittee Updates		
Breakout Sessions	Reviewed schedule to see if there are any conflicts. Changes may need to be made on Thu in the 10:20-11:50am session. Removing all references to titles in program and website so nothing is missed. Emails will go out to presenters re: room capacity.	Melissa
• Maker Space	Ferrantes Bay View (three walls of windows); stage area, room divided into zones, green screen area, conversation pit, cocktail-less tables to encourage tinkering and conversation. Goal is to gather people to experience all aspects. Ability to “bling out” your badge. Challenge will be getting people there AND getting them back to the rest of the symposium. Kudos to the STEAM Team! The interactive exhibit is a STEAM engine.	Cecilio
• Registration	Maxed out – 1,145 (including presenters),	Stephany

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	waiting list of 80, little movement. Emails and requests continue to arrive daily. Form letter might be needed to send to those who are too late to register. Help will be needed with seating in the theater; committee members must serve as ushers to make sure as many people are seated as is possible. Attendees will be encouraged to wear their conference badge at all times. Stephany will send out wait list information to regional leads. Carrie noted that Stephany has shown incredible patience in dealing with the registration process, timely reports, etc. Stephany will send list of folks on the wait list to Kitty, Valerie and Christine.	
• School Visitations	Four schools – some details will be needed for the program (time, transportation, must be pre-registered, focus of each school, etc.).	Michael
• Student Entertainment	Student entertainment will be provided at all three general sessions. Frank is donating lunch and transportation for all three groups.	Frank
• Signage	Almost done --- ready to be printed. Copies were distributed. We will have several larger signs with arrows that can be used by committee members to direct folks to the Golden State Theatre. Angelica will confirm that the hotels will be supplying easels for signs.	Hilma
• Sponsorships	We are at \$32,500 – not including Pearson (\$2,500). Goal was \$40,000. Yay, Yee!	Yee
• App	Guidebook – finishing up last updates on program. Should have updates completed on Monday, approval to go live. QR codes will be posted on the symposium website and included in the program (scan and go). Create you own schedule, maps (including GPS), general information, pretty much everything that’s on the website. Information will be sent to committee members on Monday along with Twitter hashtag (#cisc2016). Include hashtag in emails to wait listed people.	Craig
Program Update	Two drafts were distributed for quick reviews; this is not the final version. Changes, edits need to be sent to Angelica by this Friday. Changes may possibly be made to Thu schedule in the	Angelica

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	10:20-11:50am slot. Suggested to remove all titles in program (except for keynotes and featured speakers) so as not to miss anyone.	
#thankaleader	Reminder for committee members to submit videos or photos for #thankaleader. Video or photo of kids or teachers holding a sign that says “#thankaleader”. Angelica will create a video using these submissions. Peggy will send out another email re: #thankaleader with all the details of what is needed. Quick responses will be appreciated. Nancy Kotowski’s office is working on an introduction video for the conference using students introducing and welcoming attendees to Monterey. Highlighting the fact that this is the 25 th conference will be done in introductory ppt. using information from past programs. Lanyards are silver and printed with “celebrating 25 years”.	Angelica
Signups for Room Hosts, Room Liaisons, Check-in	Everyone is invited to the Google doc “Session Staffing (please sign up)” to volunteer to be a Room Host or Room Monitor (host introduces presenter, monitor makes sure room is not over capacity and give 5-minute and 2-minute warnings.	Angelica
Committee Wear Delivery	Committee wear is here. Vests will be distributed after the meeting. Those who are not attending will receive their vests in Monterey (see someone in Check-in).	Peggy
Committee Dinner Reminder/RSVP	Please RSVP to Peggy for the committee dinner on Tuesday night. Email will be sent to all committee members tomorrow. Please let us know about allergies so we can make arrangements with the restaurant.	Angelica
February Meeting	In-person meeting in Monterey on Tue, Feb 23 1-3pm. This information will also be emailed to all committee members.	Angelica
Intro Video	Student intro video for John Hattie was viewed. One additional student is needed for the third intro – middle school, southern California. Kitty suggested Caine. Valerie accepted the challenge to locate a student; Christine may also have a source.	
Check-in	Committee members are not needed for check-in; we have admins to cover that.	

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Movie Posters	SCCOE graphic designers are creating movie posters for outside the theatre. A copy will be given to each presenter. Committee members will be listed at the bottom where cast and crew normally appear. Drafts of posters were distributed for review. Theatre will also feature CISC Symposium on the outside marquee (keynote speakers).	
Headshots of Committee Members	Requesting photos of each committee member to use in “thank you” letters. Please submit a photo to Peggy (peggy_stull@sccoe.org) ASAP or we can take your photo before you leave today.	
Misc.	Items for room boxes: introductions, scripts, etc. Head counts will be needed for each session. Stephany has created 2-minute and 5-minute laminated cards to use instead of just paper.	
LCD Projector Logistics	SCCOE staff will set up LCDs early Thu morning. Angelica will work with hotel re: locking breakout rooms before lunch and unlocking after lunch. Rooms can be locked after last breakout session until Fri morning. Room monitors or area monitors will make sure room all attendees are out and rooms are locked to ensure LCDs don’t disappear. LCDs will be delivered back to Check-in by room monitors after breakout session, locked in closet there to be picked up after closing session. MakerSpace security? Angelica will speak to venues re: security issues.	
Contact Information	Cellphone information is needed for all committee members.	
Lunch	Working with hotel to add soup, in case it’s cold. Tent does not seat everyone, but venues have agreed to setting up additional casual seating indoors. Room monitors/hosts should direct attendees to the tent for lunch.	
Shuttle / Umbrellas	Shuttle will be provided for those attendees who cannot physically walk between Marriott/Portola and theater. Marriott/Portola will provide “use and leave” umbrellas; venues will collect these periodically throughout both days to relocate to a central location.	

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UPCOMING MEETINGS

DATE	TIME	IN-PERSON or CONF. CALL?	DETAILS
Feb 23, 2016	1-3pm	In-person	Monterey (YIKES!)