**Conference Site Planning Meeting**

October 24, 2013 – 3pm – Microtel Inn & Suites – Atlanta GA

Preliminary Minutes

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Campus Rep.Coordinator | John Brocato  | brocato@engr.msstate.edu | Mississippi State University |
| Chair Bioengineering | David Domermith | domermuthdh@appstate.edu | Appalachian State University |
| Site Coordinator (2015) | John Abbit | jda@ufl.edu | University of Florida |
| Chair Instructional | Priya Goeser | Priya.Goeser@armstrong.edu | Armstrong Atlantic State University |
| Secretary Software EngZone II ASEE | Barbara Bernal  | bbernal@spsu.edu | Software Ed. + Support |
| Vice Chair Program UnitChair Eng Tech | Jerry Newman | jdnewman@memphis.edu | University of Memphis |
| President | Priscilla Hill | Phill@che.msstate.edu | Mississippi State University |
| Vice President Program UnitSite Coordinator (2014) | Hodge Jenkins | jenkins\_he@mercer.edu | Mercer University |
| Secretary Industrial Eng | Scott Schultz | schultz\_sr@mercer.edu | Mercer University |
| Past President | Tyson Hall | tyson@southern.edu | Southern Adventist University |
| Newsletter EditorSecretary Civil Eng | Ken Brannan | Ken.Brannan@citadel.edu | The Citadel |
| Secretary Chemical Eng | Pete Ludovice | pete.ludovice@chbe.gatech.edu | Georgia Tech |
| Secretary-Treasurer | Daniel Kohn | dekohn@memphis.edu | University of Memphis |

1. Meeting called to order by Priscilla Hill at 3:30pm
2. Hodge Jenkins from Mercer University presented the 2014 Conference information (March 30 to April 1, 2014). The Hilton Garden Inn is the recommended hotel for the conference. It is within walking distance of the conference venue. Secondary hotel is the Holiday Inn – Macon North. Plenary Session speaker will be Craig McMahan Director of Mercer on a Mission. There will be 5 concurrent sessions, 20 min per paper.

Workshop – right now only one scheduled. Call for additional workshops will be sent out within the next week.

Book of abstracts renamed to “Conference program.” The book of abstracts will not be printed but will be available on line and via dvd/thumb drive. It was suggested that the book of abstracts be available online before the conference so participants print abstracts before the conference if they wish. A second suggestion was to put a few blank sheets in the program for note taking during the conference.

Conference proceedings in the past were placed on CD. According to Barbara Bernal, this year we will exceed the space available on CD’s. Switching to DVD’s is not an issue, but the conference is trying to get flash drives donated, and if they do, the proceedings will be placed on them instead.

The registration site will be set up shortly.

All session rooms have A/V and backups are available if technical issues occur.

Program and Meal Venues

Sunday night Museum of Aviation and live music, hors d’oeuvres and a cash bar (but the possibility of sponsorships is being perused) . Bus transportation to site.

Breakfast and Lunch meals right next to school of education.

Banquet: Brickyard Country club for dinner buffet with 3 entrees (15 min from campus). Hope to have live music during dinner (chamber music). Cash bar.

1. Daniel Kohn distributed the meeting minutes from the 2012 site panning meeting minutes.. Tyson Hall motioned the minutes be accepted with corrections. John Brocato 2nd. Approved.
2. 2015 Conference at University of Florida – John Abbit Presenting
* Tentative Conference dates - Sun Apr 12 to Tues Apr 14, 2015
* At University of Florida Conference Center (Hilton Conference Center Hotel)
* Sunday Reception @ pool area with cash bar and university student entertainment
* Banquet at hotel
* Art, Butterfly, and Natural History museums are nearby if we wish to use those facilities.
* Registration fee around $235 and room rates $109 per night (single and double occupancy) Prices are locked in for room rates and conference facilities.
* Budget based on 100 people.
* Workshops were not considered, but will be added (suggested that, if rooms are unavailable, we could do workshop in the Engineering Building).
* Eliminate Tuesday lunch and do box lunches instead.
* Vendors - have asked for more visibility than your typical conference. Possibility of intro at the keynote and place them at a prime location and at snack (and have them by the snack tables).
* Student fee –The budget for the conference included charging the full registration fee to students. There was some concern about keeping students away and also many felt that most students do not attend all the meals and should not be charged the full amount. Student registrations for the last two conferences: 2 years ago 31, and 58 last year.
1. Old Business – none
2. New Business – none
3. Hodge Jenkins motioned the meeting be adjourned, Scott Schultz 2nd , so moved.

Prepared by

Daniel Kohn

Secretary / Treasurer

ASEE-SE

November 1, 2013