

2017-10-18 Program Committee

Connection Info:

- Join from PC, Mac, Linux, iOS or Android: <https://psu.zoom.us/j/435451607>
- Or iPhone one-tap (US Toll): +16465588656,435451607# or +14086380968,435451607#
- Or Telephone:
 - Dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)
 - Meeting ID: 435 451 607
 - International numbers available: https://psu.zoom.us/join?m=c9SVi_qwFGlowCuELLxcxekYg0oefEud

Attendees

- [Karen Estlund](#) (Penn State; Steering Group liaison and admin)
- [Aaron Collier](#) (Stanford)
- [Chris Diaz](#) (Northwestern; host liaison)
- [Hannah Frost](#) (Stanford)
- [Nabeela Jaffer](#) (U Michigan)
- [Brian McBride](#) (Utah)
- [John H. Robinson, IV](#) (UCSD)
- [Andrew Rouner](#) (WUSTL)
- [David Wilcox](#) (DuraSpace)

Absent

- [Stefano Cossu](#) (Art Institute of Chicago)
- [Justin Coyne](#) (Stanford)

Agenda and Notes

1. Note taker and facilitator [Karen Estlund](#)
2. Additions/changes to agenda?
 - a. Minor Schedule update? - [Aaron Collier](#)

Wednesday afternoon, there are 2 panels, back to back:

- Session 6 - Do you want to migrate from DSpace/ContentDM/DC to Samvera?
- Session 7 - So How's your migration going?

After meeting with the panelist, we'd like to rename the second session to "Samvera Migration Q/A" with the expectation that the information from panel presentation is likely to lead to more questions that can fit in either single 1 hour session. Along with shared content/speakers, our discussion surfaced the need to hold the time for Q/A...

3. Updates / Questions from Local Host Committee - [Chris Diaz](#)
 - a. Registration update: 150
 - b. Hotel update: minimum met
 - c. Theme and Newcomer dinners: google doc
 - d. Volunteers: [Volunteers for Samvera Connect 2017](#)
 - i. We can take some load off the local committee by sending out more broadly
 - ii. Room stewards should also make sure to do timings
 - e. Conference Website Idea: <https://nulib.github.io/samvera-connect2017/>
 - i. Looks great!
 - ii. What URL to host?
 1. Could it be the main sessionizer link or linked to from sessionizer?
 2. A subdomain of samvera.org?
 - iii. Note for next year: is there a way to make Connect more prominent on samvera.org
 - f. Reception
 - i. Need set up time, minimum 30 min
 - ii. Set up time for posters, too
 - iii. Where to send people? Need someplace to send them
 - iv. Keep publicized end time at 5, but let run to 5:30
4. Sessionizer
 - a. Forgot password issues?
 - i. Taken care of ; junk mail issue
 - b. Floor map update?
 - i. Do we need to add the floor maps anywhere else?
 - ii. Various file types have been delivered to Justin
 - iii. Not really needed in hotels with their signage
 - iv. Eliminate from global nav on Sessionizer; do not include elsewhere
5. Final communications
 - a. To-do's email: <https://docs.google.com/document/d/1d2xzLA8YxUllkdFQX7GVu73qdbapT1Hlmozxv8pGwls/edit>
 - i. Confirmed to add volunteer and theme dinner sign-ups
 - ii. Added note about uploading slides
 - iii. Proof today. Karen will send out to lists on 10/19; Chris will send directly to attendee list
 - b. Daily communication plan

- i. See emails from last year in Communication folder
 - ii. Will coordinate how to do this / who over slack and with local committee
 - c. Where / how to upload slides
 - i. Google Drive with folders by day
- 6. [Assessment Survey](#)
 - a. Take a look and see if we want to add anything or take away for this year
- 7. Feedback / suggestions from this group
 - a. Start thinking about what we can do better for next year as a program committee
- 8. Action Items
 - a. Change migrations title - Karen
 - b. Email Justin re: removing maps from Sessionizer - Karen
 - c. Email Justin re: hosting options for website - Chris
 - d. Proof and comment on to-do's email - all
 - e. Send final to-do's email - Karen (lists) and Chris (attendees)
 - f. Take a look at [Assessment Survey](#) and recommend changes - all

Resources

1. [Final to-do's](#)
2. <https://waffle.io/samvera-labs/samvera-connect>
3. Schedule room view: https://docs.google.com/spreadsheets/d/1-KkzIPmX6ieY5tW5oXpJ4LX0SKwqoj_tMzCcN8bS7IQ/edit#gid=481725725
4. [2016 schedule](#)