**2022 ITM Debrief – Key Take-aways**

**Agenda:**

* No printed agenda next year – Only a mobile app version

**Sponsors:**

* Offer sponsorship for Conference-wide WiFi access

**Recruiters**:

* Not having recruiter registration as invite only. Allow individuals to register without an ID or log in.
* Not having Connections manage recruiter reservations.
* A panel or separate sessions on liberal arts or community college faculty opportunities so that liberal arts colleges/ community colleges don’t get passed over. Some have given feedback that they aren’t getting enough interest at the recruitment fair

**Hotel:**

* We had issues in 2022 with scholars having a hold on their card for incidentals. We should communicate to the hotel that the master is the guarantee for all incidentals holds. Make sure students know not to charge incidentals.
* Let the hotel know when we’ll have the most people arriving so that they can staff up at the right time.
* Ensure that Housing Connections has the data they need shortly after registration opens.
* Figure out the best way to streamline guest scholars’ hotel reservations. Multiple institutions sponsor a group of students to attend out of their departmental/institutional funding. Many of them want to pay different percentages and different preferences for single vs double rooms. Consider the best way to streamline so that all “Guest Scholars” are charged for hotel rooms in the same way.
* Consider having recruiters make their own hotel reservations. They seem to prefer making their own reservations.

**Evaluations:**

* Creating single link to survey monkey with QR code. One step, no log in to complete eval.
* Raffles for completing evals
* One staff person solely responsible for evaluations

**Graduation:**

* The process from 2022 in general went well and was efficient, but still took about 2 hours for about 50 graduates – For the most part follow procedure from last year. The only thing that still took some time is the giving of the stole and the plaque – This ends up being about 30 seconds of dead time.
* **Possible ideas to shorten time:** 1. Have the students’ name called, student goes to podium for speech, they then are given their plaque and take a photo. While that photo is taken, the next name is called. Tables where graduates will sit are on the left of the stage. 2. Video record statements ahead of time while plaques and stoles are being distributed.

**Volunteers**:

* Need for about 6 volunteers. In 2022 we had 4 and that seemed low.
* Possibly reach out to graduates to volunteer for certain tasks. CV reviews could use support from day of volunteers.
* Possibly tap into work study students at USF

**Registration:**

* Automatic badge printing seems to be a necessity.

**Sessions/Room Capacity:**

* No rooms at less than 30/40-person capacity if available– common feedback that rooms were over capacity. Different rooms for breakfast and for concurrent sessions so there are fewer flips between a set up with rounds or a set up as theater.
* Room Counts: Ensure that attendance is counted in an Excel file and someone is assigned to this task.

**Suggested sessions:**

* What it’s like to work at different types of institutions
* Salary negotiation