

Staff Debrief/Feedback

What went really well in your area(s)?

Exhibitor/VIP/Presenter Check-In

No issues that we could not solve. The amount of hard work everyone put in. The Teamwork. The leadership that Adriana and Vanessa provided.

Fewer complaints. Presenter check-in was smooooooth. Workshop presiders. Parent Center in Hilton.

Authors corner looked good and went well, no major issues with exhibit hall. Having a special guest for Poetry Slam really added to the experience and drew a lot of attention.

Membership

Thanks to Region Reps and Project 2 Inspire to man the CABE booth.

Parent Center

The decorations. The reactions of those who won the raffles in Parent Center! The presence at every session of Board Members, students, teachers and administrators. The sharing of stories. The "Alegría" that Stanley and Yolanda brought with their visits. Full house at every session. Grateful and enthusiastic attendees. The Mural with the hands ☺ The San Bernardino Superintendent of Schools.

Lo que fue realmente bueno en nuestra area, fue el trabajo en equipo y la coordinacion de las actividades bajo un programa y una lider (coordinadora) excelente.

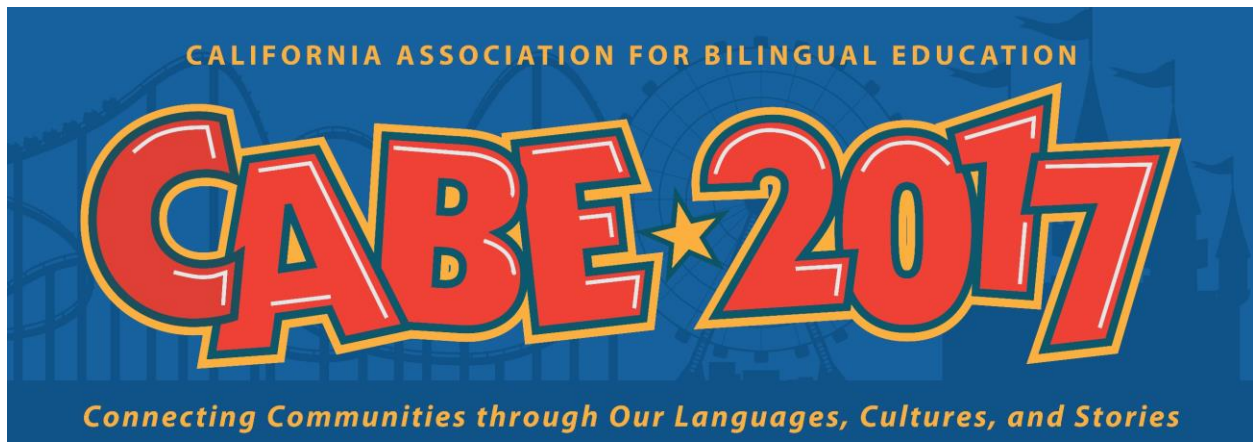
The interpretation team did a wonderful job and the new equipment was awesome! The Parent Center looked very inviting and provided parents with knowledge, resources, activities and presenters.

All the planning works great. The parents were happy with the conference. They love the motivation and they love to be heard and be informed. They also loved the decorations. Great leader! The vouchers were just great!

Team collaboration. Sweet spirit on the part of our team. Agendas were flexible enough to allow for spontaneous reflections. Great resources to share. Team Building. Wonderful local support. Most parents were flexible and patient with limited space. Opportunity for parent not working.

PDS

Consultants on board, presentation went well, great responses from field, great support from CABE team, Ruth/Show Office, tech team.



Staff Debrief/Feedback

What went really well in your area(s)? (cont'd)

Protocol/Event Team

The pre-meetings for events was an important new factor and I think it helped each event go very smoothly!!

Deployment of planning center to manage general sessions. Managing Pre, Mid and Post event programs. Collaborating with the Event Team in an extremely new position. Communication was clear and strong with the Event Team. Under pressure and unexpected events, we supported each other.

Having a back-stage manager. Lis being open to changes and technology changes. Student entertainment playing 30 minutes before the show. Five minute start video.

We worked really well together and supported each other. Having a meeting prior to each event was helpful. The iPads worked out great. The headsets Jesse, Norma and I used to communicate with each other, I suggest we purchase our own. The ones we used were a bit antique and I almost had a pant malfunction. In Sacramento, I will take my tape to put arrows on the floor if we happen to have equipment boxes, etc. behind the curtain.

Registration

It went great this year in the finance area with the change just counted the cash and created deposit the next day.

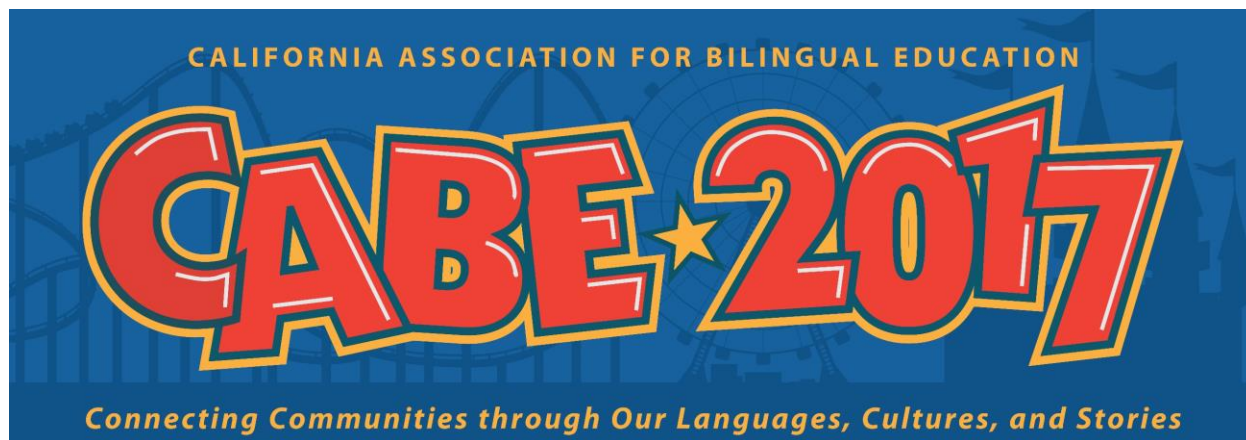
It seemed that the system that took place worked out really well. Having registration assistance area really made things flow better. Also, every time I had an issue Josh, Roxy and Irma would always assist us with everything that was necessary.

Show Office

Able to handle everything that came my way. Able to get support from my co-workers when needed.

Technology

I was able to help everyone that came asking for help. We were able to get a lot of people involved with our tech side, CABE app, website and scheduling app. Based on previous years, we were able to be prepared for any issues, and there was no issue we were not able to solve.



Staff Debrief/Feedback

What ideas do you have for next year that you don't want to forget?

Exhibitor/VIP/Presenter Check-In

Reassign who Checks-in who in this area. Exhibitors should be handled with sponsors. Presenters and speakers should be together. VIP should be by itself for Honorees, planning committee, Board members, JDA, ALS and complimentary registration.

Keep Freeman. Keep Dan. No student entertainment stage. Noma Lemoine for 2 Day institute not just a featured workshop.

Redistribution of responsibilities in this specific registration area. Exhibitors and Sponsors together. Presenters and Featured speakers together and VIPs be handled with exclusivity, assertiveness and a smile. We want them to return and not give bad reviews/feedback to others. More organization when assisting in this area. Good teamwork overall.

Membership

Set up membership table in Parent Center with online app. CABE booth needs to double or triple space. Set up stations for people to become members online at every hotel, etc.

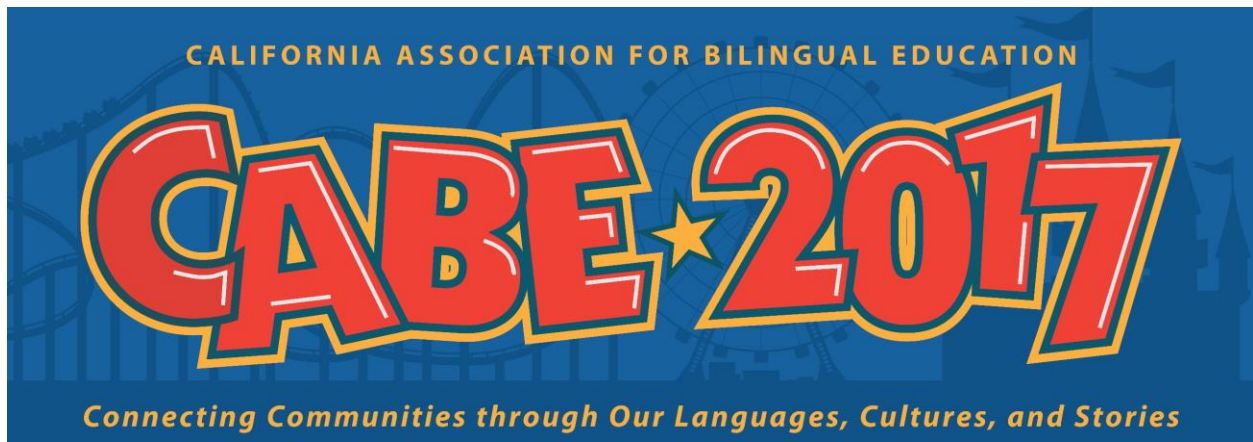
Parent Center

A bigger room. A table for resources outside of the Parent Center. Karaoke in the evening All Project Inspire Facilitators spoke and continue this next year as well. This was good. Paper surveys for each session. Translation in the Parent Center is needed at all times.

El espacio de los lugares debe ser contemplado para la capacidad de personas que asisten al Centro de Padres. La cantidad de recurso que se asigno en el voucher/comida fue la adecuada. Contemplar la ubicación de un mejor lugar.

Parent Center must be consistently able to cater to 300+ parents (at least). The # of vouchers and the hotels collaboration is key and must always reflect the participants best interest. More time for CABE staff: early arrival to venue and option to stay, other perks, option for a massage/pedicure, etc.

Bigger room in the same location as the rest of the conference. More easy access. For the next year, if the tickets are included in the badge so something to differentiate for the ones who don't have nothing. (example: for the lunch if they had the ticket included on their badge add an extra design on it or a different color). Explain the registration better to the districts so they don't send only we buy 10 tickets instead send the one at parents. (district special)



Staff Debrief/Feedback

What ideas do you have for next year that you don't want to forget? (cont'd)

Parent Center (cont'd.)

Larger space for P2I parent Center. Translation for our Asian parents.

Parent Center closer to main events. Larger Parent Center. Karaoke evening. Paper surveys.

Bigger spaces because a few people complained about not being able to attend a session. Have a better system for the movie if there is going to be food.

PDS

Request separate PDS booth, block 4 weeks in advance of conference (no presentations), flyers and business cards in consultants' folders. Don't do so many presentations. Recommend 2-day institutes be held in rooms with strong WiFi signal for presenter and participants.

Protocol/Event Team

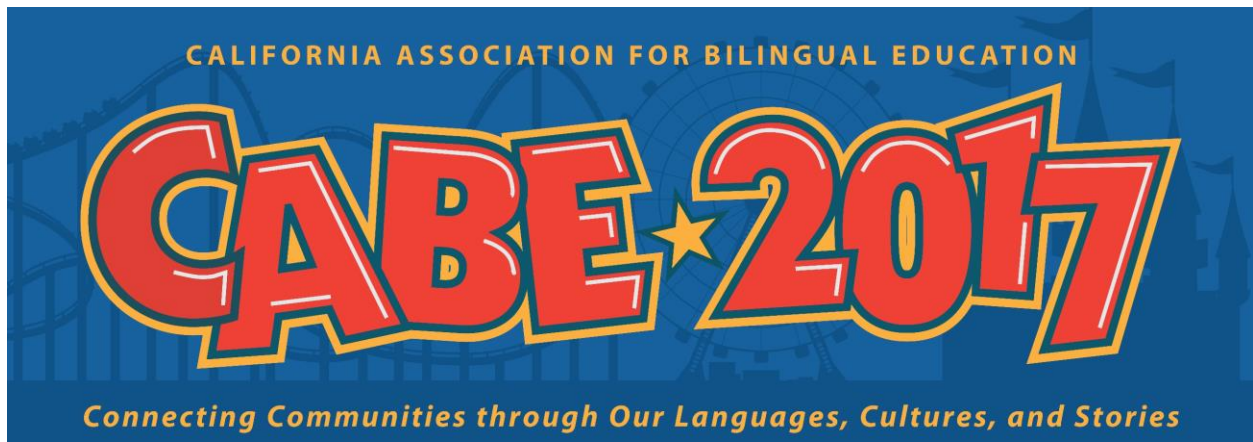
Use white board to get messages from stage to voice. It's just too loud to hear. 😊 Just an idea...but let's think of a way to have an authoritative presence at the doors at the meal events. The door folks need strong support. A step should be provided for student writers to stand on. Next year let's try the chat feature in the Planning Center.

Improve environment of sessions that include meals. Time is a challenge as is their people's attention. Print out all signs for reserved guests, etc. Include A/V company in Planning Center. Improve order of scripts (items and detail descriptions). Organize and officiate the line admission to events. Pre events mixer for people in line to include drinks and entertainment. Consider having a host during segments of the sessions to help control the microphone and duration.

We need to rethink what to do with children that attend with parents. Go back to placing name cards on chairs for various speakers, honored guests. Board members should meet and greet and walk speakers and special guests to seats. Planning committee and Board members continue to sit in assigned designated areas for easy transition and availability.

Registration

The area where I sat was very noisy but I got used to it the second day. I hope there will be a better room next year.



Staff Debrief/Feedback

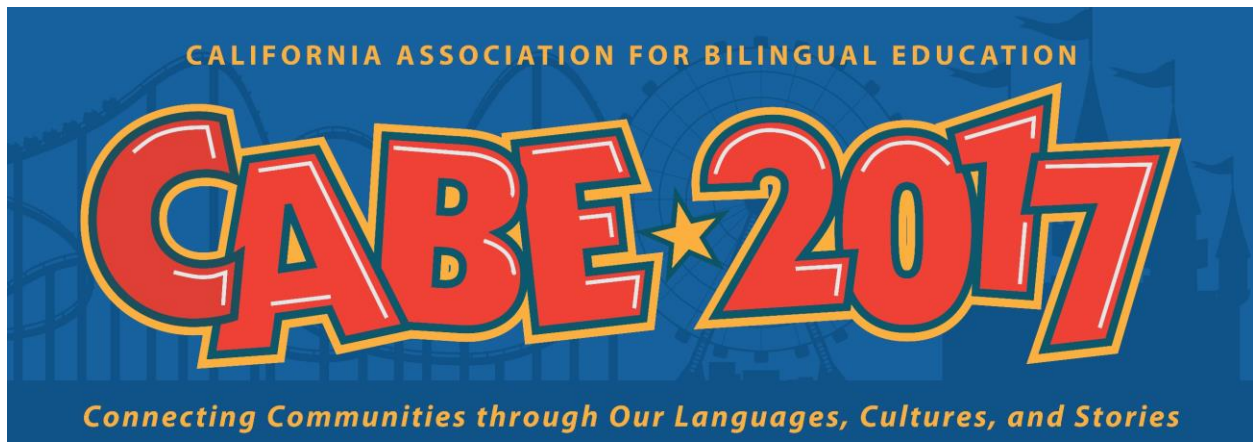
What ideas do you have for next year that you don't want to forget? (cont'd)

Show Office

As suggested by German: 1) Use zero app walkie talkies using cell phones (test with smaller conference) PC members and staff would need to be willing to use their personal cell phones, 2) VOIP phone system for future we can keep numbers, 3) Fax line as part of VOIP will never change, 4) Konica Minolta office profiles ready on printers for scanning, etc., 5) Videotaping with CABE contributors so that we can coordinate immediate upload, 6) order Bluetooth receipt printer and cash drawers or adapters so we don't have to rely on hotel with issues, 7) check with vendors to see what other types of walkie talkies are offered (example: Nextel phone/walkie talkie. Great improvement for the annual conference, 8) Run by all heavy bandwidth presenters so we can assign them to the hotel with best WIFI or Ethernet connections, 9) Power converter for printers/copy machines. Issue with hotels not having the right adapter. German is happy to answer any questions regarding his suggestions.

Technology

More Sched App, better app.



Staff Debrief/Feedback

What is one thing that stands out in your mind from CABE 2017?

Exhibitor/VIP/Presenter Check-In

The number of people we impact!

The awardee, student and essay winners.

I was panicking for nothing.

Having a young featured speaker drew in a lot of attention. Student Volunteers did great ☺ New registration system went well, good job team!!

Membership

7 possible new chapters

Parent Center

The stories shared, The Opening Ceremony and Closing Ceremony at Parent Center and everything in between. To be able to see the field work come together in one place.

Los oradores o speakers excelentes, el mensaje transmitido fabuloso.

The Friday Keynote Speakers!

Team Work!

Parents very excited and appreciative. Great energy!

El sentido de familia ¡El orgullo de comunidad!

People were happy with the venue, many were happy with organization.

PDS

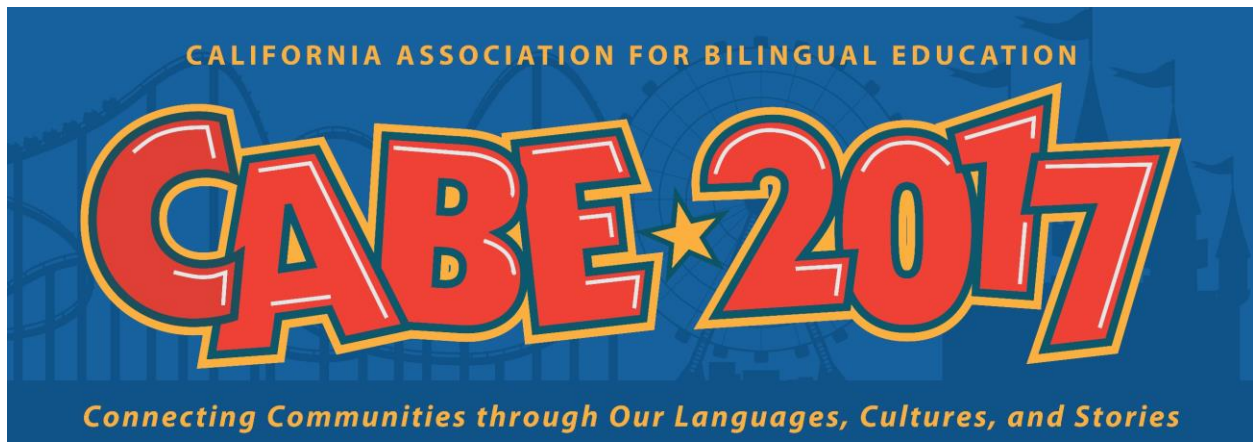
Teamwork

Protocol

Having an event team rocked!!

Momentum.

Miles of Smiles.☺



Staff Debrief/Feedback

What is one thing that stands out in your mind from CABE 2017? (cont'd)

Registration

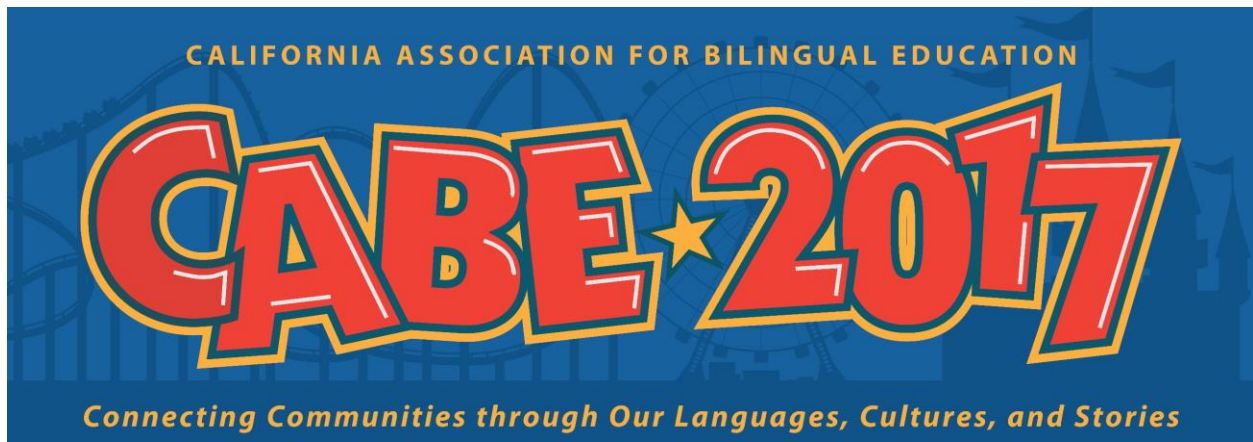
I liked the location here compared to CABE 2016. It was not compacted.

Show Office

The registration lines were never really long.

Technology

One thing that stands out from CABE 2017 is the number of people that attended the conference and the positive response that we receive.



Staff Debrief/Feedback

Specific Event Feedback

All Events

BE PUNCTUAL!!! Start events on time, we lose credibility. Running late or over is taking away from someone else's time, especially if there is an agenda/schedule. Give featured speakers their respect and full time.

Administrative Leadership Symposium

Participants stood in lines and were really anxious to get in. Maybe we can try to let them in a bit earlier as they want to get in, get a seat and relax with a drink (coffee, water). Boxed lunches worked out great just consider tuna as an option as it was requested.

Do not open registration for all participants. Keep the event exclusive. Pre-registration for event only as we cannot accommodate all who would like to attend and they then miss out on an opportunity attend another event while the team tries to see if they can participate.

ALS registration process need to be fine-tuned. Who can attend? Maybe limit to Superintendents, Assistant Superintendents and Board members only. Maybe there needs to be a staff member check registration types prior to the conference and follow up on Sups, Assistant Sups and Board members for pre-registration of ALS. KEEP IT EXCLUSIVE. 😊

Membership Meeting (last morning)

Ticket for Free T-Shirt to first 30-40 participants. Ehen the meeting is over, participants turn in their ticket for the t-shirt. Snack on table is a nice gesture however let's change gum to small packs of nuts/trail mix/candy/cookies or crackers. The registration/sign-in table should be outside of the door with 2-3 people to assist with handouts and registration. Planning committee and Board members should help.

Student Entertainment

Do we really need Student entertainment in between sessions in hallways? Suggest performances be exclusively for main/larger events as we ran across several issues including Fire Marshall and hotel regulations. If we continue to have this type of entertainment for future, we need to limit the size of the group as well as the number of groups.