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11/1/12

## AIS 2012 Final Conference Report

### *2012 Conference Overview*

Oakland University in Rochester MI hosted the 34th Annual Conference of AIS October 11-14, 2012. The conference hotel was the Royal Park Hotel located in downtown Rochester.

### *Logistics*

The site of the conference hotel in downtown Rochester provided easy access to tourist attractions, restaurants, etc. for conference attendees. The table below provides the number of rooms reserved each night:

Day	Room Totals
Wednesday, October 10 <sup>th</sup>	40
Thursday, October 11 <sup>th</sup>	71
Friday, October 12 <sup>th</sup>	70
Saturday, October 13 <sup>th</sup>	43

Travel arrangements were more complicated for this conference than for conferences in larger metropolitan areas. Due to the fact that the conference hotel was over an hour away from any major airport the planners coordinated a shuttle service utilizing personal vehicles of the planning committee. Conference planners budgeted \$1,000 for transportation to accommodate mileage for volunteers for the round trip shuttle and other excursions. We provided substantial information on the website and in email updates regarding hotel shuttles to the airport, and we provided advice regarding rental cars and shuttles from the airport. It was difficult to forecast how many participants would fly in, and it was presumed that the total would be smaller due to the conference location in the Midwest. During registration, participants were asked to indicate if they were flying in for the conference to assist in determining how many participants would need transportation getting to the hotel from the airport. Of the 87 early registrants, 60 indicated that they would be flying in for the conference. This was far more than expected, therefore an online survey was constructed to collect information about interest in shuttle service and detailed information about flights. In the end 42 of the 60 registrants utilized the free shuttle service.

### *Planning Process*

Oakland University managed its planning process through a small staff in the Bachelor of Integrative Studies office, consisting of the Office Manager, the Acting Director of BIS, the Interim Vice Provost for Undergraduate Education (Scott Crabill, the conference host), and two part-time advisers. Faculty participated in the early stages in selecting the conference theme and speakers, and then later in hosting events associated with the conference, such as concurrent sessions and transportation for keynote speakers. The planning process worked because the staff worked together constantly on details and was in constant communication. Faculty input in the planning process was strong throughout the process and faculty participation in the conference

itself was quite strong (10 presenters were from Oakland University). We recommend constant communication with the AIS conference liaison, Roz Schindler, with Phyllis Cox in the AIS office, and with former conference hosts.

### *Proposals and Programming*

Oakland University received 62 proposals by the April 10, 2012 deadline, and another 3 after the deadline was extended. Two proposals were rejected after failing to make requested changes. In the 65 proposals, there were 89 presenters. The quality of the proposals was quite good (as judged by the AIS Conference Liaison, Roz Schindler, and the Oakland University conference committee).

The program consisted of 47 total sessions scheduled in 12 concurrent sessions. There was one special event, and three keynote speakers, one during an evening reception and the other two on Friday and Saturday at the luncheon. All three keynote speakers were received very positively by participants, each held follow up concurrent sessions to provide participants with an opportunity to continue discussions and questions that emerged from their speeches. A problem reported by previous conference hosts was the number of presenters who backed out between proposal acceptance and the conference. The numbers for the Oakland University conference were relatively small—only 5 presenters backed out from May to October.

There were 121 conference registrants at the end of the conference from 26 states and five foreign countries (the Netherlands, United Kingdom, Canada, China, and Portugal). Attendance by graduate students was than expected, perhaps because of the conference theme or perhaps because the location of Oakland University in the Midwest. There were a greater number of undergraduate students due to the fact that the National Honor Society for AIS was inaugurated at the conference with a special induction of the first members during Friday's luncheon. A total of 121 people registered for the conference, with only 4 of those not showing up for the conference (see Appendix A for a table of registrations).

### *Conference Evaluation*

Within one week of the conclusion of the conference participants were sent an online survey. The survey and the results are attached to this report. Feedback from the participants suggests that this was an exceptional conference and there was only one negative comment about the hotel being too nice.

### *Budget*

The budget is attached.

## Appendix A

Type of Registration	Total
AIS Member Early	63
Non-Member Early	13
AIS-Member Late	7
Non-Member Late	1
Student	21
Undergraduate Honor Student	8
Planning Committee	8
<b>Total</b>	<b>121</b>