

Notes from meeting with Ohio University Office of Conferences and Workshops
11/10/97
Athens, Ohio

Present:

Kate Duncan
Vibert Cambridge
George Gerbner
Michael Greenfest
Pat
Norma Pecora

Date of convention: March 25-28, 1999, with a CEM Board meeting possible on March 28.

Optimum number of participants: 250.

Pre-registration is necessary for everyone who attends, including invited speakers and those conducting sessions/workshops/presentations. We'll also control the number of participants by inviting only those people who express interest in receiving an invitation. Students and faculty of OU are all welcome.

Logistics: Columbus airport is the best place to arrive. OU will arrange shuttle service between the airport and hotels. Columbus has an international passenger lounge for guests' comfort while they wait for the shuttle. Travel time is about two hours, so most people should arrive on Thursday, and all day Sunday will be scheduled for travel. If VIP's want a ride from Washington DC, for example, OU has a small plane for that purpose. Overall, OU's remoteness will not be a problem as the conference office has dealt with it successfully before. A travel agent in Athens (probably Uniglobe) will centralize convener's travel arrangements. The OU conference office can provide conveners with all information about local hotels, inns and bed & breakfasts, and block out rooms to be reserved by conveners themselves.

Conference fees: Fee of about \$275 will include everything but travel and hotel. (Honoraria, printing, signage, food, conference rooms, local transportation, etc.)

Scholarships: Rather than give various sums of money, CEM can have four levels of scholarships:

- 1) convention only (\$275)
- 2) convention and hotel (\$500)
- 3) convention and travel (\$750)
- 4) convention, hotel and travel (\$1250)

We can also ask funders and individuals to "adopt a speaker," and donate the cost of bringing a vip to the conference. Speakers will have all fees waived unless they choose to donate the cost to cem.

Keynote speakers: Possibly Harry Belafonte, Oprah Winfrey, Theresa Heinz, Alan Alda. CEM will let the OU conference office know immediately upon confirmation of a VIP's attendance.

Publicity and documentation: No publicity prior to the event is necessary as the convention is invitation-only. However, the convention itself can attract media attention. OU has several audio/video/web options for documentation, including television studios that have a remote viewing area for participants if we want to record a keynote speaker there. We hope C-SPAN will cover the event as well (mostly keynote speakers).

Relationship of CEM/OU Telecommunications Department/Conference Office: Everything we print and mail for the convention and all budget items must be approved beforehand by each party.

To decide in near future:

- 1) budgeting: who pays deficit or receives profit, if any
- 2) copyright relationship