

**Society of American Archivists
Council Meeting
August 17-18, 2015
Renaissance Cleveland Hotel
Cleveland, Ohio**

**Staff Report: Technology
(Prepared by Matt Black)**

Joint Annual Meeting

Annual Meeting preparation naturally takes a special precedence for staff work in the summer, and our technology efforts are no exception.

Online Schedule and Mobile App: This is our third year using Sched.org for the online schedule, and our second year offering the native app for iOS and Android. The native app is available two weeks prior to the first day of the Annual Meeting. The mobile web version, which works on any web-enabled device, has been available since the onsite schedule launched in April.

Speaker participation has improved this year (80% of speakers have signed in to Sched as of 7/27/2015, compared to 63% at the same time last year). Attendee participation is about the same as last year (645 attendees logged in as of 7/27/2015), although we notice that many of them logged in earlier in the year.

Call for Proposals, 2016 Joint Annual Meeting

We've acquired a new software system (ERSpeaker by Event Rebels) to facilitate next year's Call for Program Proposals. It will include an online form (rather than email submission) and other tools to help facilitate the review process with the program committee. We expect to considerably improve the staff time required to support these processes with the new system.

Other technology efforts related to the Annual Meeting include: preliminary design work for AM2016, Navigator program volunteer form, digital signs (TVs) for onsite, speaker management support, Annual Meeting evaluations, and marketing/ communications support.

Group Elections

Management of group elections went smoothly this year, with all sections and all but four roundtables participating in online elections (a total of 41 groups). Facilitating this process continues to demand considerable staff time, and we will look for ways to improve this next year.

Main Website Redesign

Focus now is on coordinating content updates with staff and finalizing implementation of the development site so we can proceed to user testing and launch.

American Archivist Online

The technical setup of procedures to facilitate online subscriptions for americanarchivist.org required more time and work on our part than we expected. But we now have all our current subscribers in the new system and the proper procedures in place to add new subscribers in a timely manner.

Office Support

We rarely mention the low-cost efforts we make to manage systems and improve efficiency in the SAA staff office. Two recent examples are upgrading all workstations to Office 2013 and the introduction of dual monitors for a few staff members.