

**Society of American Archivists
Council Meeting
August 3, 2020
Virtual Meeting**

**Staff Report: Annual Meeting
(Prepared by Nancy Beaumont)**

For conference planning updates through May 2020, see [0520-VI-D-5-AnnMtg](#). Additional updates have been provided via the Council discussion list. In retooling for the online conference since announcement of the “go virtual” decision on May 5, the staff:

- Evaluated all responses to our technology RFP and selected Markey’s to serve as the platform and AV provider for the virtual conference.
- Worked with the Program Committee to identify sessions of broad interest that might be scheduled as “general sessions” on August 6 and 7; contacted all speakers of the identified sessions for agreements to participate in the “live” portion of the conference; implemented alternates as needed; and arranged with Markey’s for pre-recording of these sessions on a priority basis.
- Communicated with the chairs of “on-demand” sessions regarding next steps; gathered approved descriptions and rosters for all on-demand sessions and posted them on Sched; arranged with Markey’s for recording of these sessions; and offered the opportunity to self-record for those groups that preferred not to schedule with Markey’s.
- Launched registration on June 17. Promoted the conference via all available media.
- Developed and populated the [Sched site](#) even as the Markey’s platform was being developed. We felt this was necessary in order to promote the conference as quickly as possible and to accommodate prospective attendees who have become familiar with Sched as a tool.
- Issued the call for Pop-Up Proposals, managed the voting process, and worked with the Program Committee co-chairs to slot the selected proposals among the general sessions.
- Worked with SAA’s 46 sections and 16+ appointed groups and subgroups to schedule their Zoom meetings between Monday, July 27, and the third week in August. Sections that have not responded to repeated requests will be scheduled per their preferences and as staff support is available in late August or beyond.
- Drafted scripts/flow for Plenaries 1 and 2 and the Annual Membership Meeting.

- Worked with the Host Committee to develop on-demand virtual tours of Chicago-area repositories as well as suggestions for online ordering of favorite Chicago eats.
- Invited members to sponsor networking and other “fun” events during the August 6-7 portion of the conference.

Exhibit, Sponsorship, and Advertising Support

Despite an excellent start, we lost approximately half of our exhibitors between March and August due to constrictions in their own businesses. We communicated with them regularly and, while our focus was on retaining exhibitors after the announcement about a virtual meeting, we did offer a full refund to those who had to drop out. With kudos to Rachel Vagts for connecting us, Preservica eventually agreed to a Platinum sponsorship at \$20,000. Lucidea followed in early July as a Gold sponsor at \$10,000. Both Atlas Systems and ArchivesSpace helped to underwrite the reduced registration fees. (Final numbers will be reported at the Council meeting and captured in the meeting minutes.)

Registration

The budget for this conference assumes 2,000 attendees. As of 2:30 CDT on July 27 registration totaled 1,605, which breaks down by payment category as follows:

- Individual member: 807 (50.3%)
- Precariously employed: 166 (10.34%)
- Student member: 161 (10.03%)
- Presenter: 137 (8.54%)
- Employee of member institution: 130 (8.1%)
- CoSA member: 115 (7.17%)
- Nonmember: 88 (5.48%)

Of 167 individuals registering at the special \$49 rate for unemployed/precariously employed, the breakdown by membership category is as follows:

- Individual member: 89
- Nonmember: 58
- Presenter: 9
- Student: 8
- Employee of member institution: 3

Updated information will be provided at the Council meeting.

Retooling of the Joint Annual Meeting has required a significant commitment of staff time and effort—to imagining a new conference, learning new systems, and finding creative ways to implement ideas. I’m especially grateful to Matt Black, Felicia Owens, and Carlos Salgado for their outstanding work!

As always, I’m happy to respond to any questions or concerns.