

## Web Resources for Conference Planning and Presentation



### Brief Instructions - Conference Planning Web Environment

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<b>INSTRUCTIONS FOR THIS CONFERENCE:</b>	<b>Handout</b>
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# Conference Planning Web Site - Details & Instructions

## INTRODUCTION

### Purpose and Background

This Conference Planning environment provides web sites and databases to manage information relating to sponsoring a conference or convention. The information contained in these sites and databases can be created and edited using an Internet browser without any additional software. The data is stored once in a central location for better accuracy and control of redundancy. Also, all data is accessible using the Internet and its technologies. Another cost- and time-saving feature of this system is that information collected during the planning of the conference is used directly to produce the final, "day-of" printed conference program -- including: session outlines, agendas, attendee and exhibitor information and presenter data.

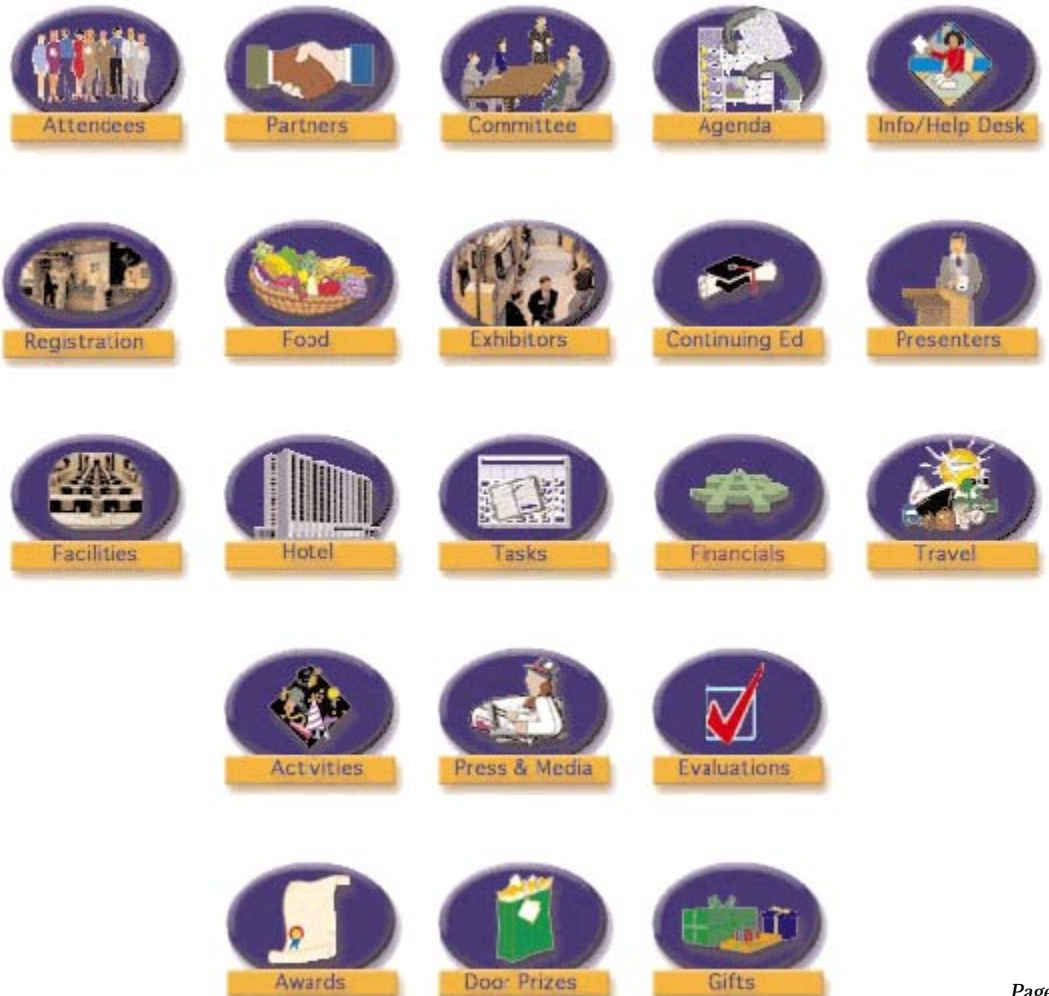
From initial planning to the final report, this conference planning system attempts to centrally administer the details of conference management, while allowing access worldwide.

## CONFERENCE COMPONENTS

### Component List

Successful conference planning involves many different elements and components being planned and organized by several people at once. Keeping track of what is being done and what still needs to be accomplished is a daunting task for any conference planner. However, with proper organizational and technology tools, conference planning and presentation can, and does (!!!) occur successfully.

We have been analyzing the various elements and components involved in planning conferences and have attempted to describe and organize them into a coordinated system. The current list of components are shown below, but any new component can be developed and added easily to the system. These components are common to most conferences, but this system tries to bring order to all of these, and allow access and editing from the Internet.



## Component Planning

Which components are used for a specific conference is up to Planning Committee, Sponsor or Chairperson

Basic or beginning components involved in planning a conference include such elements as Obtaining Partners, Organizing a Conference Planning Committee, contracting with a facility and hotel, develop budgets and financial reports, invite and confirm presenters, exhibitors and others.

The system described herein are the web resources associated with our experience with conference planning and how they are used by the planners and public to plan and hold a successful conference.



Plans are usually assigned to a Conference Planning committee to coordinate, manage and work on first. This is represented in the graphic on the left.

As each of these components are developed, committee members edit the pages and data. This centralizes the information in one place, where all committee members can access. Most components will have two pages: Committee and Conference. These are separate web resources because some of the detailed plans are not available to the public.

As described above, the Public pages are also edited by Committee members and the database information is accessible from this site as well.

More detailed components include; Exhibitors, Presenters, Attendees, Agenda, Continuing Education, Gifts, Awards, Food, Activities, Door Prizes, Registration Info/Help Desk, and Evaluations. These conference details are assigned to committee members to manage.

This is represented in the graphic to the left. These components combine to make up the final conference. The concept behind these web resources is that by centralizing the information on the Internet, all planners can see what is happening from anywhere, at any time.



Committee members are assigned to organize one or more of these components AND to keep everyone informed by editing pages on web site, accessible to all committee members.

At the same time, some details of the plans are moved to the PUBLIC conference site, so that interested parties can be informed of conference details. Committee members also are assigned to edit these public pages on the web sites.

Each component has a separate "page" or "view" on the web Planning site and another on the Public site.

The Public web site, however, only contains the components needed by attendees and others involved in the conference. These "pages" are also tailored to the public audience and may not have all the details found on the corresponding component Planning page.

## SITES & SERVERS

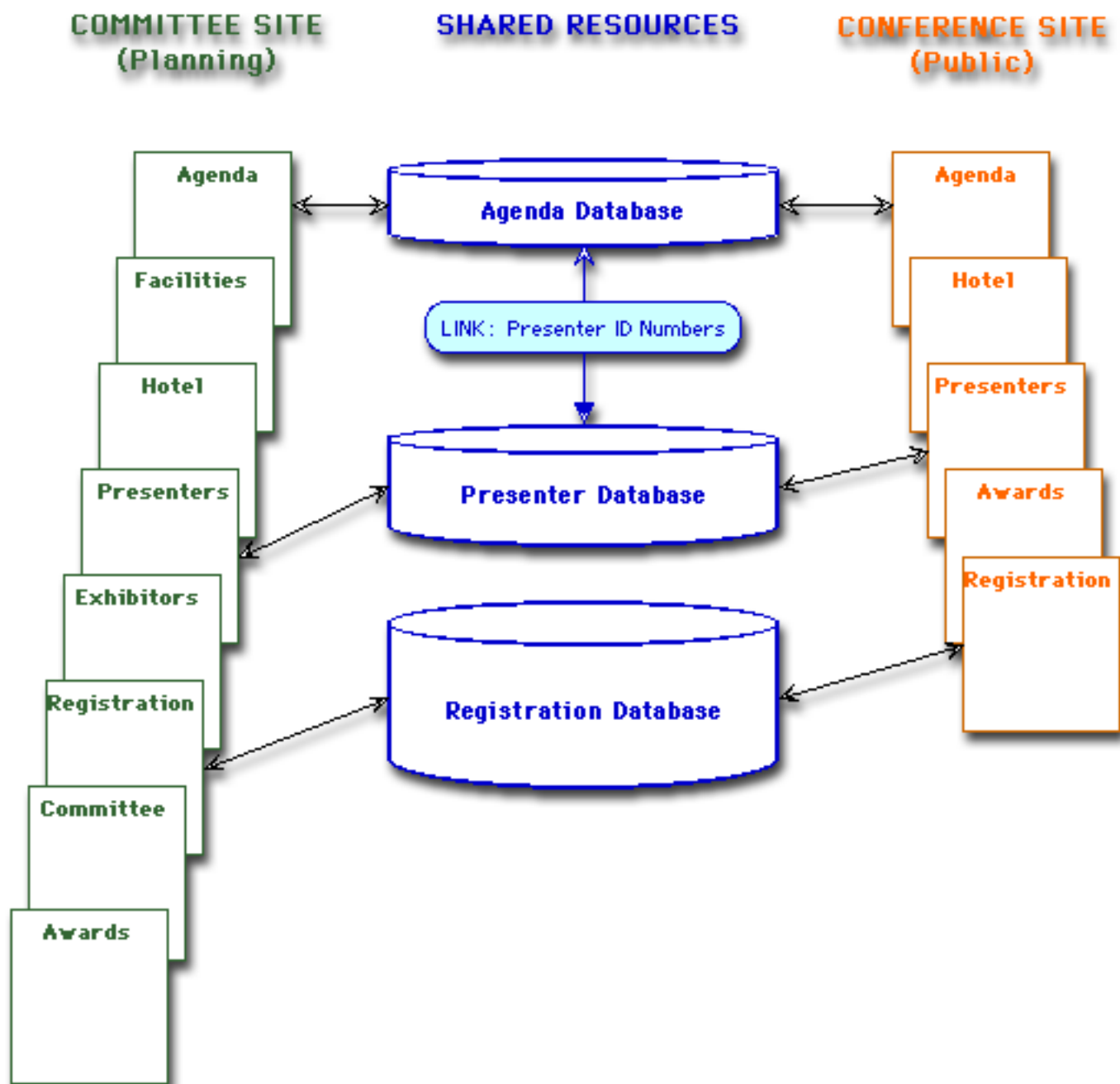
Sites on Unix Web Server  
Databases on Data Server

There are two separate web servers involved to the planning and presenting of the conference components. These two servers are:

- a Web Server for the Public and Planning site's "static" pages, at:  
[www.health.state.ut.us](http://www.health.state.ut.us)

- a Web Data Server for the central databases used (Presenter, Agenda, Registration, etc.)  
[macnet.hl.state.ut.us](http://macnet.hl.state.ut.us)

## Conference Planning Environment Web Resource Diagram



## Conference's Two Web Sites

There are two separate web sites dedicated to the planning and presenting of the conference. These two sites are shown and described below:

- a Committee Site for the Planning of the Conference, and
- a Conference Site for the Public - attendees and interested parties.



## COMMITTEE (Planning)

The Conference Planning Committee's web sites contains details on the planned components which make up the conference.

There are links to all planning modules for the conference, including a separate page for the Committee to manage its work.

The files and data in this section contain more details than the Public pages. Committee members can edit these pages directly, using their Netscape Communicator browsers. User IDs and passwords are required for all edits.

Data collected for this section include committee members, facilities, conference agenda, presenters, exhibitors, financial reports, etc.

## CONFERENCE (Public)

The public view of the Conference site presents a series of pages designed to inform conference attendees and interested parties.

These are all "read-only" web pages and are generated from the data maintained by the Conference Planning Committee sites and databases.

Conference Planning Committee members can also edit these pages directly, using their Netscape Communicator browsers. User IDs and passwords are required for all edits.



## DETAILS OF THE PLANNING SITE

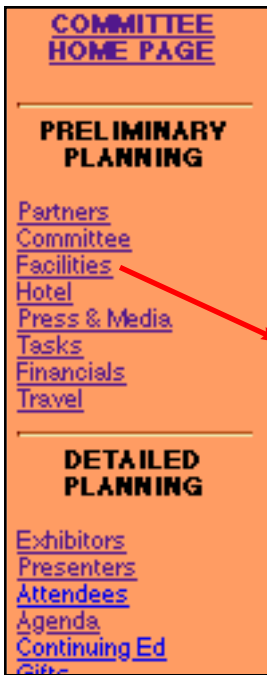
The Conference Planning Committee's web sites contains details on the planned components which make up the conference. One of the main pages is the site for the Planning Committee's work.

## Committee Pages

The details and content of what is going to be on this important site is left to the committee. Suggested items of content include: meeting minutes, assignments, email links to Chairpersons and all committee members, and a link to important other components, such as the financial section.



## Planning Component Pages



### Associated Committee Pages:

Activities = activities.html  
Agenda = agenda.html  
Attendees = attendees.html  
Awards = awards.html  
Continuing Ed = conted.html  
Committee = committee.html  
Door Prizes = doorprizes.html  
Evaluations = evaluations.html  
Exhibitors = exhibitors.html  
Facilities = facilities.html\  
Financials = financials.html  
Food = food.html  
Gifts = gifts.html  
Hotel = hotel.html  
Info/Help Desk = infohelpdesk.html  
Partners = partners.html  
Presenters = presenters.html  
Press & Media = pressmedia.html  
Registration = registration.html  
Tasks = tasks.html  
Travel = travel.html

The Committee / Planning site has its own set of pages for each of service, component or section. Component pages were created from the same template as the rest of the site, and include each subject of the conference plan or presentation, such as Continuing Education, Registration, Partners, Exhibitors, etc. As an example, there is a page for the Facilities in this site, with information unique to the committee about the facilities. This Committee page may include prices, contacts and contracts with the conference facility, information not needed by the public, but very important for planning details.

These planning pages contain information for the service or section of the conference, and links to other conference pages. These pages also contain web site navigation components consistent on all conference web site pages. These navigation components should not be edited, as the overall navigation of the web sites would then be compromised.

## DETAILS OF THE PUBLIC SITE

The Conference's public web sites contains details on the planned components which make up the conference.

### Conference Pages

The details and content of what is going to be on this important site is left to the committee. Suggested items of content include: registration details, presenters, exhibitors, the conference agenda, travel details, hotel information, etc.

### Public Component Pages



### Associated Public Pages:

Activities = activities.html  
Agenda = agenda.html  
Attendees = attendees.html  
Awards = awards.html  
Continuing Ed = conted.html  
Door Prizes = doorprizes.html  
Evaluations = evaluations.html  
Exhibitors = exhibitors.html  
Facilities = facilities.html  
Food = food.html  
Gifts = gifts.html  
Hotel = hotel.html  
Info/Help Desk = infohelpdesk.html  
Partners = partners.html  
Presenters = presenters.html  
Press & Media = pressmedia.html  
Registration = registration.html  
Travel = travel.html

The Conference / Public site has its own set of pages for each of service, component or section. Component pages were created from the same template as the rest of the site, and include each subject of the conference plan or presentation, such as Continuing Education, Registration, Partners, Exhibitors, etc. As an example, there is a page for the Presenters in this site, with different information than on the Planning site. This Public page includes only the ability to view information on a Presenter, while the Planning site's page allows committee members to view, add and edit information on the Presenters.

These pages contain information for the service or section of the conference, and links to other conference pages. These pages also contain web site navigation components consistent on all conference web site pages. These navigation components should not be edited, as the overall navigation of the web sites would then be compromised.

## Presenters Data

The Presenters database contains details on the individual conference presenters. Data collected on each person include name, address, short biographical outline, presentation title, short description of presentation, AV needs, travel, honorarium, etc. Click on these sites to see what they contain and how they each relate to planning the conference.

**Conference Presenters & Presentations**

[Search Presenter Information](#)

Here you can specify a search of the information collected by the Planning Committee on each Conference Presenter. From the initial "hit list" you can choose to review other information we have collected on each presenter by clicking on the INDEX number on the left of the list.

Click to **ADD** a new Presenter **OR** Click to **EDIT** an existing Presenter.

(You will need a password to access this database. Please contact the [Conference Technical Support](#) for more information and instructions.)

[Click here to ADD a Presenter](#)

[Click here to EDIT Presenter Data](#)

[Click here to Search the Presenters Data](#)

[Click here to see the PUBLIC View of Presenter Data](#)

[Click here to EDIT Presenter Data](#)

[Conference Presenters "Public" Version](#)

Other Committee Items for Presenters

To search for a specific Presenter, click on the **Search Presenter Information** link, and enter any part of the Presenters name or Index number. The screen below shows this.

**Presenters Site**  
**Search Information on Conference Presenters**

Presenters Full Name:

Session Title:

Session Track:

Session Short Description:

Enter the data and press the ENTER INFORMATION button at the bottom to submit the data to the system. You are then informed that the information has been recorded.

**Presenters Site**  
**Add New Presenter**

You will need a password to add a Presenter to the database. Contact the [Conference Technical Support](#) for this information.

Enter the information in each field below, then press the ENTER INFORMATION button at the bottom. This enters the information on this form into the Presenter Database.

If you make a mistake or want to enter another Presenter's information, press the Reset this Form button at the bottom to clear all fields.

Prefix Title:   
Dr., Mr., Senator, etc.

First Name:

Middle Initial:

Last Name:

Suffix Initials:   
M.D., Ph.D., M.P.H., etc.

Professional Title:

Organization:

Street Address:

City:

State:

Zip Code:

## Unique Presenter Index Numbers

Presenter Index Numbers are used to uniquely identify each presenter. These number are automatically assigned by the system as the Presenter's information is first entered. These Index numbers have three digits, and begin with 001. To get a list of the current Presenters and their unique Index numbers, search the Presenter database then click on the **Find All Presenters** button.

## Agenda Data

The Conference Agenda database contains details on the individual sessions which make up the conference. Data collected on each session include index number, room, date, time, type of session, professional track, etc.

**Conference Planning & Presentation Sites and Resources**

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**Conference Agenda**  
Sessions, Presenters, Times, Rooms

[Search Conference Sessions](#)      Click to [ADD](#) a new Session

Here you can specify a search of the current Conference Agenda. From the initial "hit list" you can choose to view other information by clicking on the number on the left of the list.

**OR**

Click to [EDIT](#) an existing Session.

(You will need a password to access this database. Please contact the [Conference Technical Support](#) for more information and instructions.)

[Click here to Search the Agenda Data](#)

[Click here to ADD a Session](#)

[Click here to EDIT Session Data](#)

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[Conference Agenda "Public" Version](#)

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**Other Committee Items for the Agenda**

Clicking on the **Search Conference Session** button provides you with an agenda of the conference, up-to-the-minute of your query. A query of the agenda database is made and presented to the viewer in the order of the session numbers.

## Unique Session Numbers

Unique Session Numbers are used to keep the sessions sequential and link each to related data. Planning Committee Chair usually assign these numbers to each session.

Conference Sessions are numbered in sequence of their date and time. We use three digit numbers:

- the hundreds place in the number is used to designate conference days, with Day 1 starting with event 100, day 2 starting with 200, etc;
- the tens place of the session number is for a major event, such as a series of breakout session; and
- the ones place is for the individual breakout session.

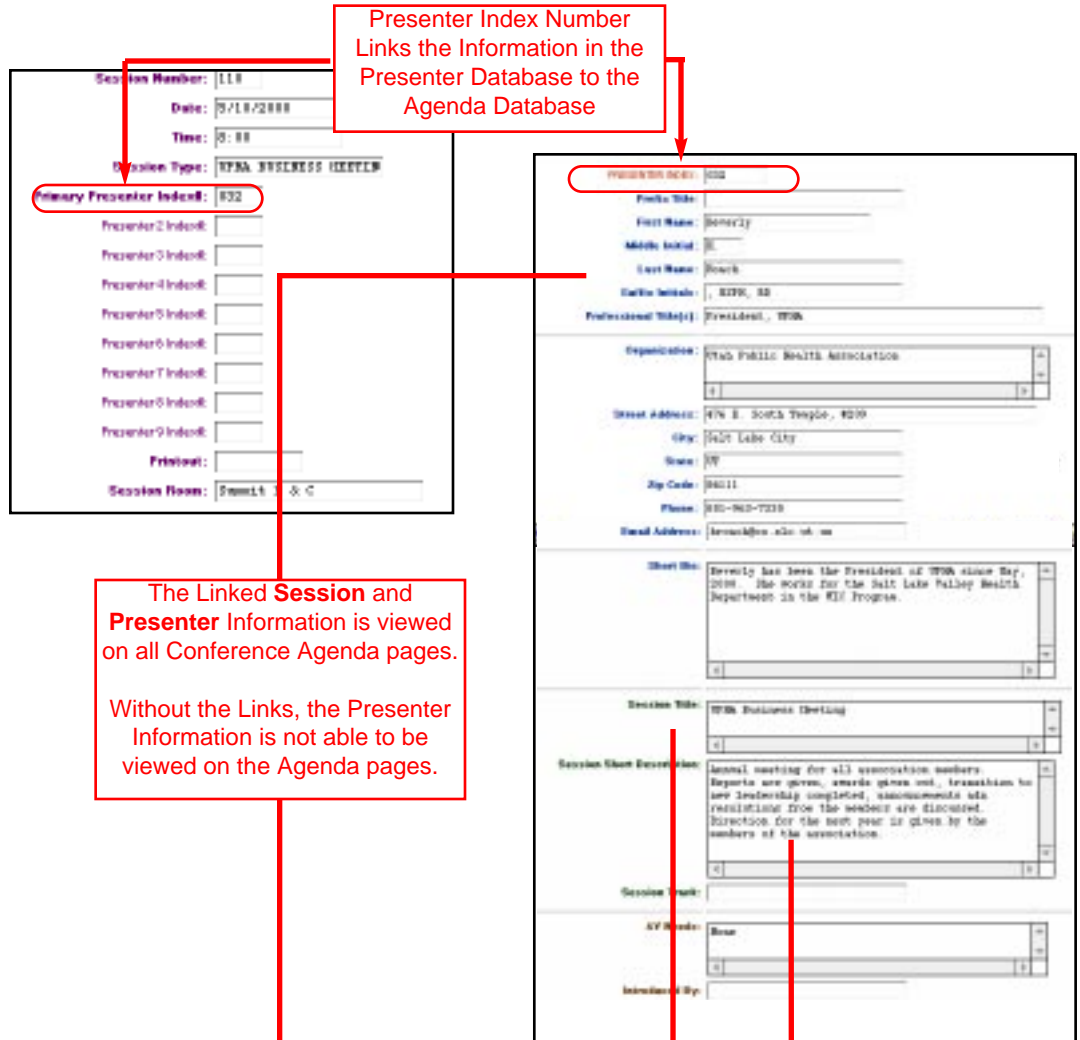
(Examples: session #100 is first event/session on day 1, which would be an activity such as setting up the registration desk, while session #299 would be the last event or session of the second day.)

## Linking Agenda to Presenters

Conference **Agenda** sessions relate to Conference **Presenters**, but the information for each is kept in separate databases. Presenter information is collected by many people, and can be entered over the web. Sessions are usually planned for by the Planning Committee Chairs, and include room assignments, times, dates, etc.

## Linking Conference Data

Sessions are linked to Presenter information through the Presenter Index Numbers, as shown below.



Session #: 110	Date: 5/10/2000	Time: 8:00	Room: Summit B
<b>Primary Presenter:</b> Beverly H. Roach, MSPH, RD		<b>Session Title:</b> UPHA Business Meeting	
<b>Other Presenters:</b> [Empty list]		<b>Session Short Description:</b> Annual meeting for all association members. Reports are given, awards given out, transition to new leadership completed, announcements and resolutions from the members are discussed. Direction for the next year is given by the members of the association.	
<b>Session Type:</b> UPHA BUSINESS MEETING		<b>Session Track:</b> [Empty field]	



Enter Your Name And Password

Enter username for Database presenters at macnet.hl.state.ut.us :

Name :

Password :

Cancel OK

Edit Presenter Record Reset this

### C. How to Edit Conference Related Database Information

The Presenter and Agenda databases used in these sites are protected by user logins and passwords. To add a record to a database or to edit data in these sites you must enter a password when prompted by the system, as shown here.

When editing or adding information into the databases, you will be prompted for a user name and password at a certain point. You will also be informed if the edit or addition has been successful after you send the data. Also a warning: the password is good for your 'session' using Netscape. You must quit Netscape or enter another password if you are doing other database work needing another password.

~~SECRET~~

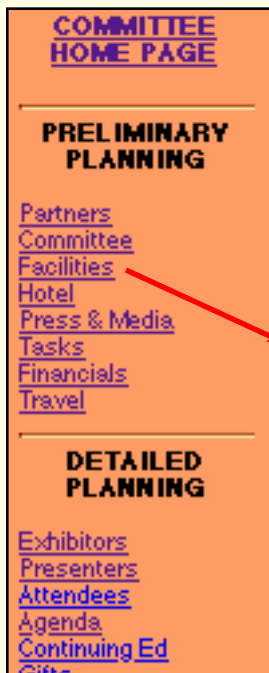
~~CONFIDENTIAL~~

## 5. Public and Planning Component Pages

Each site has its own set of pages for each of service, component or section. Component pages were created from the same template as the rest of the site, and include each subject of the conference plan or presentation, such as Continuing Education, Registration, Partners, Exhibitors, etc. As an example, there is a page for the Presenters in each site, with different information. The Committee page includes the ability to enter or edit the data on a Presenter, while the Public site's page only allows a visitor to view the information on the Presenter.

These pages also contain web site navigation components consistent on all conference web site pages. These navigation components should not be edited, as the overall navigation of the web sites would then be compromised.

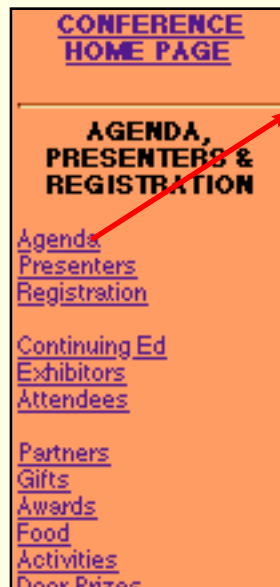
[www.conference.upha.org/health/www/upha/2004conf/planning/html](http://www.conference.upha.org/health/www/upha/2004conf/planning/html)



### Associated Committee Pages:

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[www.conference.upha.org/health/www/upha/2004conf/public/html](http://www.conference.upha.org/health/www/upha/2004conf/public/html)



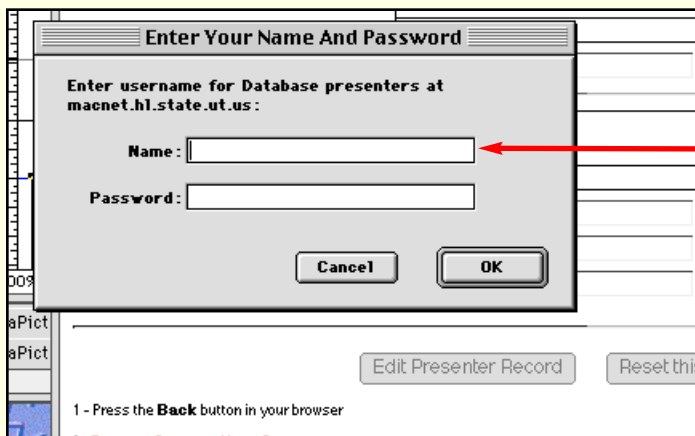
### Associated Public Pages:

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 Attendees = attendees.html  
 Awards = awards.html  
 Continuing Ed = conted.html  
 Door Prizes = doorprizes.html  
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 Facilities = facilities.html  
 Food = food.html  
 Gifts = gifts.html  
 Hotel = hotel.html  
 Info/Help Desk = infohelpdesk.html  
 Partners = partners.html  
 Presenters = presenters.html  
 Press & Media = pressmedia.html  
 Registration = registration.html  
 Travel = travel.html

**Special Pages** - Other pages can be created for each site. These can be saved on the web server and linked from any Service or Section page of either Committee or Public site.

If you need assistance with access or passwords contact the Conference Technical Support at (801) 538-6335 or send an email from these sites.

## B. How to Edit Conference Related Database Information



The Presenter and Agenda databases used in these sites are protected by user logins and passwords. To add a record to a database or to edit data in these sites you must enter a password when prompted by the system, as shown here.

Enter your login name ( \_\_\_\_\_ ) and the password ( \_\_\_\_\_ ), and press the OK button. You will be informed if the edit or addition has been successful after you send the data. Also a warning: the password is good for your 'session' using Netscape. You must quit Netscape or enter another password if you are doing other database work needing another password.

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