

## San Diego, CA

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### AGENDA

#### **Thursday, 7 Aug 2014**

- 1300 – 1400 hrs      **Registration & Networking**  
Try your hand at some basic engineering from the Tucson section's Engineering Heptathlon!
- 1400 – 1415 hrs      **Conference Overview and Welcome**
- 1415 – 1515 hrs      **Introductions (60 min)**  
Attendees meet and introduce themselves to various people in various ways.
- 1515 – 1600 hrs      **Wandering in the Data Fields**  
A general overview of AIAA demographics and demonstration of how to review your section's demographics through Datamaker, Excel, pivot tables and more. This session will also show the usefulness in determining how this information can matter to your section.
- 1600 – 1615 hrs      **Break**
- 1615 – 1645 hrs      **A Bigger Voice**  
This session will discuss the Public Policy activities of AIAA and how local sections can participate. It will also address items that can be done at the local level.
- 1645 – 1745 hrs      **Supporting All Kinds of Members and Programs**  
This panel will discuss how AIAA Standing Committees and sections can work together in reaching out to Young Professionals including the Young Professional Committee), Students (including the Student Activities Committee, members looking to enhance their careers, and future members, who will benefit from STEM K-12 activities
- 1745 – 1815 hrs      **Where Do I Find...**  
This session will discuss the administrative essentials for running a section: checklists, forms, manuals, and more. We will also go over the basics of rebates! reports! and resources! and where to find them on the AIAA website.
- 1815 – 1630 hrs      **Free**
- 1830 – 2030 hrs      **Award Ceremony and Reception**  
Celebrate the achievements of many sections as we present the 2014 Section Awards! Executive Director Sandy Magnus and AIAA Board members will be on hand to congratulate everyone on the time and effort everyone has contributed to make section activities at AIAA such a success! Then, enjoy a reception with your fellow officers. Take the opportunity to learn from other officers about what works and doesn't work.

#### **Friday, 8 Aug 2014**

- 0715 – 0800 hrs      **Continental Breakfast**  
Take some time over breakfast to continue discussing opportunities for your section or sharing success stories.

- 0800 – 0900 hrs **Who Was It Who Said He’s Bringing the Projector?**  
This session will take a nuts-and-bolts look at the details of planning, publicizing, executing, and accounting for all kinds of section events.
- 0900 – 1000 hrs **Breakout Planning Session**  
Groups will be divided by Small, Medium, and Large. They will work together to talk about event planning. Each group will then report out on items that have worked well, or not, in the past.
- 1000 – 1030 hrs **Break** - Hand out comment sheets
- 1030 – 1100 hrs **Reach Out and Touch**  
What is the best way to communicate with your section members? how do they want to receive it - through Mindjogger, separate emails, Facebook page, Twitter? Now that you have those things, what should you do with them for more effective communication?
- 1100 – 1130 hrs **Saying Thank You**  
A number of sections work to recognize their members’ contributions to the section’s success. Here are some ideas on how to recognize those efforts in your section!
- 1130 – 1200 hrs **Now that we have put you in an information haze...**  
Any questions on what we have covered? Maybe something from the day before that you’ve been thinking about? Or something we did not cover this time? Please turn in your comment sheets to help us in planning for next year! We are so glad that you could be here!