

Spring 2016

- Unless things have changed, expect delays when you have to interact with CEA. In particular, try to get CEA funding locked down early if you need it.
- On every form of outreach ever, add in a caveat that says “Click interested on the Facebook event to get updates! We may close ticket sales early and will only announce this through the Facebook event.”
- The ticketing platform may try to automatically figure out where your address is. Make sure that it gets it right, so that people don’t go to the wrong place.
- Our tables were too narrow -- there was no place to put down your plate while you were spreading cream cheese on your bagel. There needs to be space both for the food and for people to put down their plates while serving themselves.
 - Relatedly, it would have helped to have a different area for the cream cheese, and have multiple cream cheeses open so that there wasn’t a bottleneck. We tried to do this but since the tables were arranged linearly people didn’t really take advantage of it.
- If we don’t provide water, we need to tell people to bring water, as they are probably assuming we’ll provide it.
- People were taking snack breaks a lot, and missing talks as a result. It would have been better to explicitly schedule two snack breaks around 10:30 and 3, and generally to have had longer transition times. We had 5 minute transition times, but would recommend that they instead be 15 minutes (talks running over will take 5 minutes of that anyway).
- Even if your conference is in a single building, it may still be necessary to have signs pointing the way.
- Our plates were pretty flimsy and got soaked through with water and couldn’t hold enough food for a proper lunch.
- The talks with a lot of participation happened right before lunch, which was probably when people were least likely to want to participate. It may be better to schedule that differently next time.
- The audience was too diverse -- some people didn’t know what RCTs were while others were debating fine points of meta-ethical stances.
- Had way too much coffee -- I think we ordered 12 cartons each containing 96 oz for 90-100 attendees, but only ~50 showed up in time for breakfast, and we probably didn’t even use half of the coffee over the entire day.
- We didn’t hit our target audience of students who are mostly new to EA. Somehow change advertisement or advertise much earlier/through professors?
- Pricing: need to have a regular price and one or more early bird discounts, as well as regular price and student discount. This spaces out people’s purchases so we have a better sense of the eventual total and probably makes students more likely to come because they think they’re getting a deal.

- We should probably have made the conference a two-day conference going from noon to 4 each day. Students and anyone else who wants to sleep in will be much more likely to come, we can avoid having to buy coffee, and people will probably be more alert.
- Many people said certain speeches were really disorganized and badly done; vet speakers more thoroughly and give them more guidance on how we want them to present the material. Be willing to build a schedule around the best speakers you can find, rather than creating a program ahead of time and working in whatever speaker can passably talk about the topics you want to cover.
- Have access to a back up projector (borrow from CFAR).
- It was disruptive to have people knock on doors and say that five minutes remained for the talk; this could have been replaced with those same people texting a volunteer already in the room, who could have silently signaled the speaker.
- Signs could be placed on doors whenever a talk is in session.