

Audio Visual Committee Final Report Pittcon 2020
Richard Greco, Chair
Joseph Grabowski, Jay Auses (updated), Chair-elect

What worked well

- The Audio Visual committee as of 4/15/2020 was under budget. \$350,000 was budgeted for Pittcon 2020 in consultation with Mark Black of AVPG, in anticipation of labor costs in Chicago. Approximately \$311,000 was spent.
- A windfall credit of \$20,583 for Speaker Ready Room (2 years) was deducted from the original invoice thanks to analysis of Neal Dando.
- AV equipment orders went well due to close coordination with Mark Black of AVPG.
- Sign orders also went well due to close coordination with Valarie Cassidy, Short Courses chair, Program chair, Publicity chair, Special Functions chair and Yvette Genova of GES.

What didn't work well

- Three of the AV Timers were not working properly and need to be repaired. All other equipment was working properly.

Recommendation for Improvement

- Timers were shipped separately to the office to be repaired by staff and the remaining crates returned to storage. The batteries for some of the laser pens may need to be replaced.

Future Suggestions

- As early as possible, the Chair and Chair-elect should inventory the Audio-visual equipment crates. All timers repaired should be returned.
- IF Science Week isn't being held at the conference week site, the Science Week sign crate should not be delivered to the conference week site and should remain in storage.
- For future Pittcon's, if Science Week is held during conference week, it must be factored into the budget for that conference year for audio visual equipment.

McCormick Convention Center

- The work space assigned by the meetings coordinator was more than sufficient for conference week functions. Two rooms were utilized: a bigger room for the AV staging area, and a smaller room for AV sign storage and delivery.

Attendee/Exhibitor Feedback

- The Audio-visual committee has no direct contact with attendees and exhibitors.

Vendors

- Both AVPG (AV Vendor) and GES (Sign Orders) completed their work efficiently, on-time, and under budget.

I would like to thank Pittcon 2020 President Jane Chan for the opportunity to serve as chair of the Audio Visual committee, as well as chair-elect Joe Grabowski for all of his hard work and dedication to the sign ordering process.

Respectfully submitted,
Richard Greco
Pittcon 2020 AV Chair,
4/20/2020