

General Information

Forms and emails are updated from prior year (September). Beckly Hackly has electronic copies of these. Nomination request forms are usually sent out by Labor Pool Chair during the last week in September or early October. Information should be due to in Becky Hackly two weeks later. CWS selections are typically made in mid-November and communicated by end November.

Chairs

Send emails and forms to chairs asking for staffing needs (September). Send spreadsheet (see “Chairman request for staff”) showing prior year staffing stats to allow current chairs to modify as needed.

Committee and Office Staff

Send email and form to committee and (different form) office staff asking for nominations – spouse and guests. See “email for Committee Spouse Guest CWS in appendix). Let Becky know if spouse is not attending. Spouses need to be nominated for CWS consideration.

Societies

The President contacts the Chairs of both Societies and asks for their nominations for CWS. Requests are typically for 5-8 candidates from each Society Chair.

Students

Requests for student workers are separate from CWS . The Student Coordinator and Valarie Cassidy take care of these.

Once all nominations are in, Becky composes a spreadsheet listing all candidates by name and affiliation (i.e. spouse or nominee). The President and Labor Pool Chair:

- Approve nominations
- Assign nominations to committees

The President and Labor Pool Chair decide who is approved. Committee members and office staff typically get to nominate a spouse or guest. Priority is given to those spouse/guest nomination sharing the same room with the Committee Member. Additional CWS should be limited to active Society members. Be sure to communicate both acceptance of nominations as well as non-acceptance of nominations. These communications should be copied to both the nominee and nominator.

Review and provide input to specific guidelines regarding making travel plans, hotels, parking (with Housing/Transportation Chair) prior to communication to Committee/CWS. For example, see “CWS Travel and Assignments”. The Labor Pool Chair must coordinate with the Housing/Transportation Chair to ensure that Committee/CWS schedules are consistent to verify that travel/housing dates are consistent with labor start/end dates. If not, folks need to be contacted to alert them of the discrepancy and request remedy. Examples e-mail texts are attached (see “text for those not following Housing res instructions” in appendix).

Note that some folks may wish to come days early or leave days later. Please:

- Identify these discrepancies by requesting the Hotel/travel schedules and cross reference these to the work schedules for each CWS.
- inform them that they will not be reimbursed (housing or meals) for these extra days. Save a copy of this email for future use post-conference.
- Inform the Housing Chair and the Treasurer of any arrangements made outside our guidelines, so they can verify that the extra room nights are not placed on the Pittcon master account or that they are not reimbursed, if they are submitted.

Recommendations, Issues for Consideration

- 1) Target to accept no more than 170 total (including: Committee, CWS, Staff, PRT, Prof. staff). Given typical attrition, the actual should end up between 150-160 total. We could easily make do with 140, if attrition runs higher than expected. We have historically overstaffed CWS positions. 2019 was no exception (though better than prior years). See “CWS Stats 2015-19” (in appendix).
- 2) Use the prior year CWS spreadsheet as a starting point for making assignments.
- 3) Deploy CWS rules uniformly. Minimize exceptions, since these serve to cause resentment. One major goal is to minimize total room nights and travel expenses on Pittcon’s tab.
- 4) Coordinate assignments to utilize couples effectively. For example, if one person of couple traveling together starts work on Sunday, seek to place other person in similar start/end dates.
- 5) Former Presidents (and spouses) will insist on traveling to be on-site for FP dinner (if held at location). Keep this in mind when making work assignments to avoid unproductive on-site time.
- 6) Be sure to contact any and all who make hotel/travel reservations that differ from guidelines to determine if this is an error (most likely) – or if this is a deliberate departure (specify reimbursement limitations to avoid post-conference issues).
- 7) Expo only needs one FP per floor manager booth. The other person can be any CWS. Deploy FPs where they would be most useful (not all as Floor Managers). In similar

manner, only one person is needed to staff each floor manager booth after Monday, since all booths will be up by EOD Monday. These “extra” people can be deployed elsewhere.

- 8) Dual-assign or re-purpose folks as needed to make staffing as efficient as possible. For example, front-end loaded CWS can be re-deployed to Reg for Mon and Tues to help with peak demand, rather than staffing Reg at peak demand load all week.
- 9) Keep track of CWS who have open assignment days on front or back end so they can be re-deployed as needed to fill unexpected cancelations, or other resource losses. This can be facilitated by color-coding cells in the work assignment spreadsheet to allow easy identification of available resources, when faced with cancellations or unexpected changes.
- 10) Be sure to communicate low cost parking options, whether at PITT airport or at hotels (if driving). For example, the two lowest cost PITT parking options are:
 - a. <https://parkwayparking.com/> Parking at the Pitt Sheraton can be as low as 4.25/day. Vans to/from airport every 30 minutes.
 - b. <http://www.flypittsburgh.com/parking-transport/parking-transport-parking/reserved-parking> offers advance reservation parking at 37% off of normal airport parking rates. Use Extended Lot only. Shuttles will pick you up near your car and take you to/from airport near ticket counters.