

HOTA – Program Committee Meeting Minutes – May 1 2018

Attendees: Swami Parmeshanand, Geeta Devi, Sohini Sircar, Anita Gupta, Kumar Dave, Hansa Dave, Shama Mehta, Hemant Parekh, Ami Patel, Sri Muktanand, Sanjay Tripathi

9:30 PM – 10:25 PM EST

Started with Prayer by Swami Parmeshanand

Test Slido for Audience Interaction

- <https://www.sli.do/>
 - Test event setup
 - Demonstrated
 - Questions
 - Polls setup and activated
 - Discussed benefits and concerns with this tool
- The team had agreed to use this tool
 - We will need adequate excellent communication, workflow and support to make this tool work well for us
 - A playbook will be developed and the draft will be shared in 2-3 weeks
 - Training & Support
 - Provide user guide/handout
 - On site – beginning of conference and during breaks
 - During conference, default to cue card if any issues
 - Announce at the start of the conference and reminders by MCee throughout
 - Admin
 - Moderated?
 - Load cue card questions
 - Provide session moderator a briefing on the use of Slido
 - Those interested to work on this initiative can contact Ami

Conference flow and role coordination

- We will setup a committee and get Sanjay Mehta and Aesha Mehta to initiate a team to work on this initiative. Those interested to work on this initiative can contact Ami
- Examples of Roles:
 - Timer
 - MCee
 - Notetaker
 - Ushers

Everyone is urged to register with early bird pricing

- It was asked if there a discount code?
- We are not aware of any such code
- Follow up with Abhayaji to confirm

Ended with Prayer by Hemant Parekh