

**Minutes of the
Area 11a Loss Prevention Programming Committee Meeting
Wednesday, April 25, 2007
Hilton Americas, Houston Texas**

11a Committee Members, International Members, and Emeritus Members in Attendance:

Walt Frank (Outgoing 11a Chair)	Cheryl Grounds
Erdem Ural (Incoming 11a Chair)	Hank Gurry
Chris Hanauska (2007 Symposium Chair)	Dennis Hendershot
Dave Clark (2008 Symposium Chair)	Brian Kelly
Bob Benedetti	Jean-Paul Lacoursiere
Dan Crowl	Joe Louvar
Brian Dunbobbin	Sam Mannan
Henry Febo	John Murphy
John Going	Dick Schwab
Stan Grossel	Ron Willey

(Please advise with corrections for the attendance list)

1. Call to order

The meeting was started by Walt Frank turning over the 11a Chair to Erdem Ural for the coming year.

2. Preliminary Evaluation of the 2007 Symposium with Ideas for 2008

Erdem Ural led a brief discussion of an initial assessment of the 2007 Loss Prevention Symposium. The feedback and ideas from the 11a Committee members present were:

- Session 1 – The process of splitting the large ballroom into the three symposia rooms after the joint plenary session took a long time, and there were logistical issues getting AV equipment working. It was suggested that we might only program 5 full sessions in the future, rather than trying to conform to the abbreviated first session... or program the Monday AM session as a joint session for the entire morning.
- Session 2 – All of the speakers were non-ChemE's which provided an interesting perspective.
- Session 3 – Good attendance, and not a lot of in and out traffic. Received generally good feedback. The topics were "meatier" and this may be an indication of our audience looking for such topics.

- Session 4 – Generally went well, but many speakers were changing slides at the last minute which posed logistical problems.
- Session 5 – Was slow to begin due to AV equipment problems.
- Session 6 – Well received, as usual.
- Overall
 - Having templates customized to each session was a big help.
 - Check all slides and all embedded links well ahead of time
 - Anticipate the increasing usage of videos with sound in speaker presentations
 - Emphasize the importance of using lapel mikes for better audio performance
 - Test equipment as early as possible before the session.
- Ideas for improvement
 - Require presenters to provide slides far enough ahead of time so that session chairs can enforce format guidelines
 - Eliminate excess tables in meeting room for the lower attendance sessions so that audience has to sit closer to front of the room
 - Consider (reconsider) need for session assistants
 - Prepare a script for session administration (Chris H to draft)
 - Symposium chair should introduce each session and session chairs

3. 2008 Symposium

Confirmed that the meeting will be at the Convention Center on the river, not at the Superdome.

4. Next Meeting

The next 11a Committee meeting will take place via conference call in November 2007.

5. Adjournment

The meeting was adjourned at approximately 12:30 PM.