



Nevada State Computer Science Summit 2018

Monday, June 18, 2018
University of Nevada, Las Vegas





Topics to Discuss:

1. UNLV Ballroom and 4 breakout rooms
 - a. Contact Information | Pictures | Brochure | Catering | Contract | Insurance
2. Save the Date flyer
3. Brand marketing agreement
 - a. Summit logo | Display boards(s) | info flyer | branded slide deck | Tshirt | other??
4. Proposed agenda
5. Conference Bags | Giveaways
6. Exhibitors | Resources
7. Assignments
8. Total conference budget allowance





Background Information:

- We quickly outgrew the InNEVation Center as planned
- UNLV ballroom and 4 breakout rooms are on hold for us
- The contract includes 25% discount for govt agency
- The rooms will include all of the set up, tear down, AV equipment, a dedicated event planner





Event Services Contact Information:

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<https://www.unlv.edu/eventservices>



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Brochure:

https://www.unlv.edu/sites/default/files/page_files/27/MarketingBook-17.pdf

Catering:

<https://unlv.catertrax.com/menunavigation.asp?categorygroup=8#t:lunch|c:8>





Contract:

There are two contract choices in the Summit Drive folder:

https://drive.google.com/open?id=1H7uMhKaqEO_g6q1fz8AS77aVb0j5wOcl

Contract #1: \$2,948.00

Contract #2: \$8,860.50

Addl revenue can come from exhibitors/
vendors

Contract Differences:

Contract #1: uses Ballroom sections A & B

Contract #2: incl entire Ballroom (A/B/C) and catered lunch. **We can bring in food from outside ONLY if it is boxed up.**





Insurance:

No certificate of insurance
or self-insurance required.

Insurance

Heather Rappaport <heather.rappaport@unlv.edu>

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Sat 2/3/2018 10:26 AM

To: Cindi Chang

Hi Cindi,

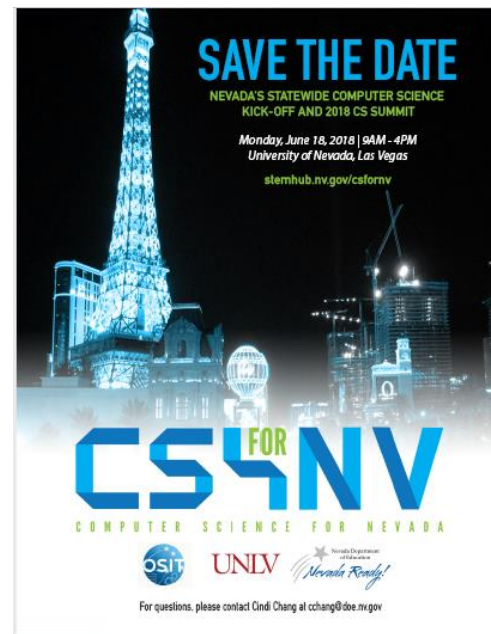
I confirmed that we won't need a certificate of insurance or letter of self-insurance, because we are all under the same insurance umbrella.

Thank you,
Heather



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Save the Date flyer has been sent to District Curriculum Directors and Superintendents.

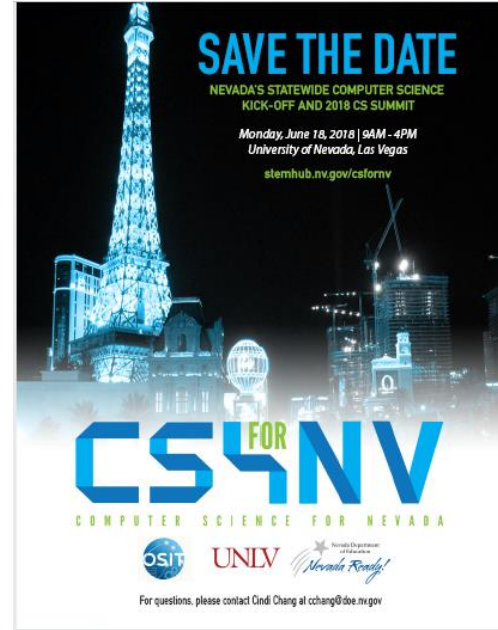




Brand Marketing:

The same person who did our CSforNV logo and the Save the Date flyer can do the branding materials - **logo, Tshirt, invite flyer, display board design.** (see proposal in folder) If you have someone else in mind, please submit a proposal within one week so we can go through the decision process.

Possible printing locations: UNLV printing, NDE, OSIT, private business??

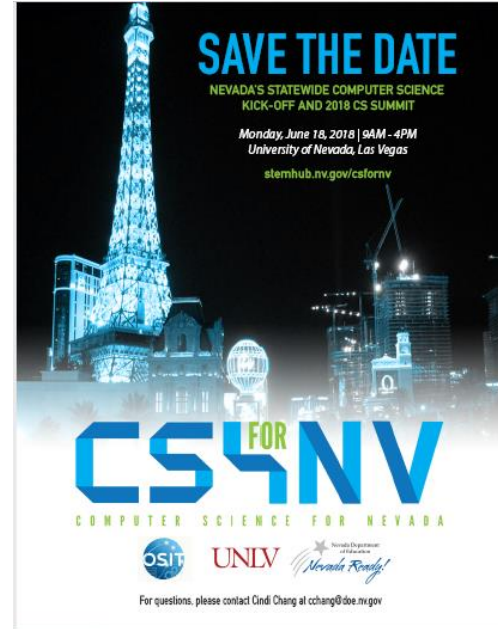


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Proposed Agenda:

Agenda proposals #1 & #2 can be found in the Drive folder:

<https://drive.google.com/open?id=1yH6uLE6UKKwsJVLhWFGNYyfIHC2tLmH9>

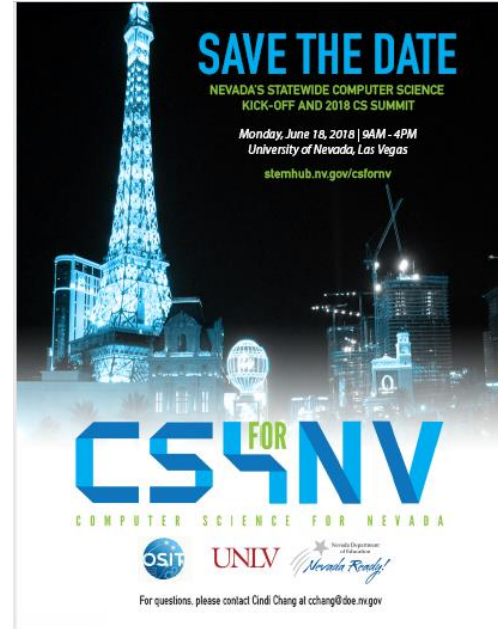


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Conference Bags / Giveaways:

- Lanyards - CSforNV
- T-shirts with Summit Logo
- Wearable flash drives - wristbands with CSforNV
- Writing tablets, pens
- Others??

Do we want a raffle?

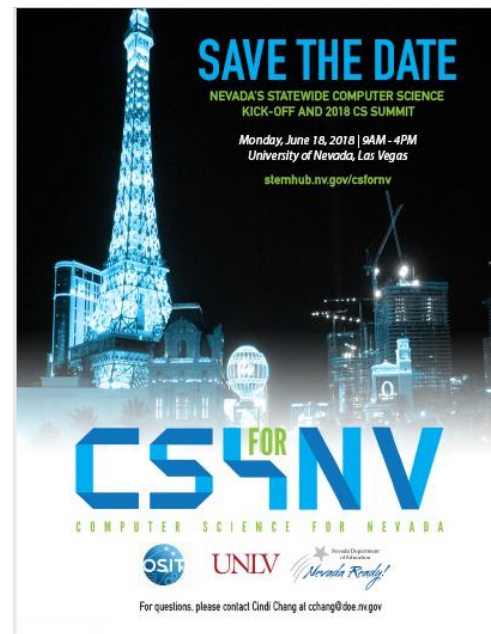


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Exhibitors / Vendors:

- TEALS
- NCLab
- Code.org
- CodeHS
- Woz U
- VidCode
- CSTA
- NCWIT
- Black Girls Code
- Girls in Tech
- College Board
- PLTW
- TECHNOLOchicas
- Others??

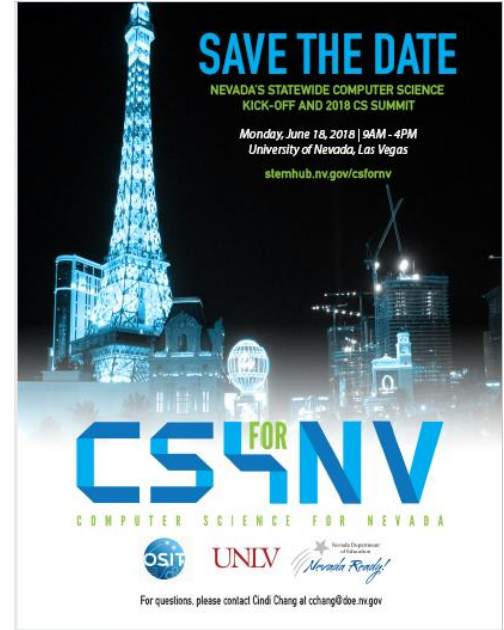
Additional funding stream to help cover food costs.



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Assignments:

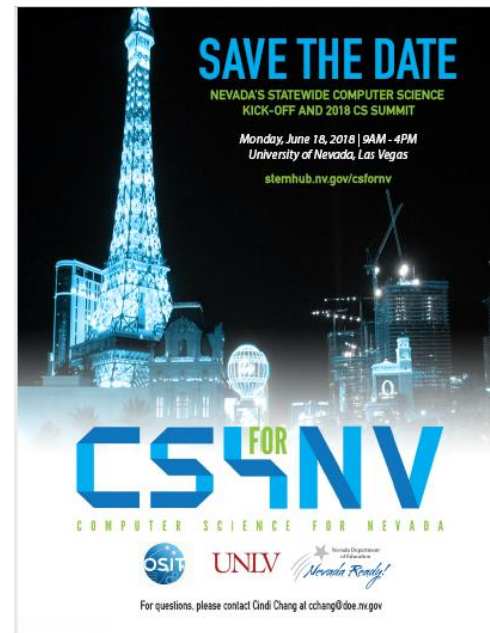
- Conference bags/items - research cost, make purchases, assemble
- Exhibitors - fees and table reservations, area set up
- Registration materials and desk at conference (Amanda)
- Speakers and oversee logistics day of (Cindi)
- Breakout room 205
- Breakout room 209
- Breakout room 211
- Breakout room 213



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Assignments cont'd:

- Food (if not catered by UNLV)
- Travel - keep track of costs, make travel budget, ??
- Printing



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Conference Budget:

- Prj Director/staff wages (to be reassigned):
\$4,300.00
- Travel:
\$7,600.00
- Participant travel/food
\$4,000.00
- Materials/supplies/publication
\$2,500.00
- Indirect costs (Fiscal agent)
\$1,600.00

Subtotal:

\$20,100.00

covered

\$13,000.00

and total

