

TO: Open Session and Workshop Committee Members

FROM: D. Thomas Stone, Jr., PhD, ABPP, CGP, AGPA-F and Ginger M. Sullivan, MA, LPC, CGP, AGPA-F, AGPA Connect Co-Chairs

DATE: February 9, 2023 (revised March 9, 2023)

RE: AGPA Connect 2023

* * * * *

We would like to thank you for your input in making this AGPA Connect program possible. We must now gear up for the Committee's meeting responsibilities.

SCHEDULE OF MEETINGS

Conference Committee Orientation Meeting: Sunday, February 6 at 6:00 PM (Eastern)

Thank you to everyone who attended this meeting. If you were not able to attend the meeting was recorded and maybe accessed through [this link](#), the passcode is J@tD2Vwd.

Conference Faculty Meeting: Sunday, February 26, 7:00-8:30 PM (Eastern)

There will be one joint Conference Faculty Meeting held on Sunday, February 26, 7:00 PM (Eastern). The meeting will begin with all faculty and committee members in attendance. Some general announcements will be made and then faculty and committee members will meet according to table assignment in an assigned breakout room. **The table/break out room assignments are attached.**

Committee Members' names for each table/breakout room are indicated in bold letters. In almost all cases, Faculty Members scheduled to be observed have been assigned to the appropriate Committee Members' table and their names appear at the top of the list. *Please note: Faculty Members not being observed have been interspersed throughout the table assignments. Additionally, highlighted names are serving in two capacities, faculty for an open session and workshop OR faculty and a committee member. The table/breakout room assignments for these individuals are noted.*

PLEASE NOTE: There will be NO Conference Faculty Breakfast Meetings. Committee members who would like to meet with their faculty may do so in Carnegie East (3rd Floor) at any time during the day.

Open Session and Workshop Committee Luncheon Meeting, Friday, March 10, 1:00-2:00 PM (Eastern) in the Lenox Ballroom (2nd Floor). This will be an opportunity for the Committee to deal with broader Conference issues, and for Committee members to share their ideas regarding the Conference. Lunch will be provided at this meeting.

OBSERVATION

As you know, selected workshops and all open sessions of the Conference are observed. Observation materials will be available onsite at the AGPA office (Empire Ballroom, 2nd Floor). To familiarize yourself with the content of a particular presentation to be observed, a copy of the continuing education information which contains an outline of the presentation, assessment questions and answers, and references will be provided to you. If handouts are to be utilized by Faculty during their presentations, they should have already sent this material to be uploaded to the AGPA mobile app.

It is your responsibility as a Committee Member to establish a contract either before or at the faculty meeting with those faculty who are scheduled to be observed regarding the timing of the observation and the arrangement of time for feedback after the presentation. Committee evaluation forms are available on the website under 2023 Connect Committee Resources. Please complete and submit these forms online. These evaluations are important as they help the evaluation process for next year's Meeting. If you have any questions or concerns about a faculty member or event, please contact the AGPA Office for support from the AGPA Connect Co-Chairpersons.

1. For workshops, it is recommended that the observation itself typically last 20-25 minutes and that it occur in the middle portion of the workshop unless otherwise requested by the Faculty Member.
2. With all-day workshops, it is recommended that Committee Members observe both the morning and afternoon sessions when possible.
3. Members of the Open Session Committee are required to be present throughout the entire event they are overseeing. **In addition, they are being requested to make the opening remarks at each of their appointed open session panels:**
 - a. Introduce the Chairperson and each Panelist.
 - b. Remind registrants that an evaluation of the session will be requested 5-10 minutes prior to the close of the event and that evaluations are available on the mobile app as well as on the AGPA website under 2023 Connect Attendee resources. It is recommended that evaluations be submitted at the end of the event or immediately following. However, participants can submit the evaluation at any time during or after meeting. Participants who do not have access to a mobile device may use the computer kiosk in the registration area. All evaluations must be completed online, there are no paper forms.
 - c. Announce that the presentation is being audio-recorded and attendees will be able to access the recording on the AGPA e-Learning Library following the meeting.

Aside from the above remarks, you are to ensure that the Chairperson and Panelists have the necessary supplies and room set-up for the event. You will act as the Chairperson's liaison to the Association headquarters should he/she require any assistance during the course of the presentation. The Association onsite headquarters will be located in the Empire Ballroom (2nd Floor); the office may also be reached by phone.

The Workshop and Open Session Observer Guidelines outlines your role and responsibilities in the observation process. If at any time during the observation assistance is required, please contact the AGPA Office so that appropriate help may be located.

We hope that the above information clarifies your responsibilities for AGPA Connect in New York. Thank you for your patience in awaiting this information. Should you have any questions, please contact [Kate Monkus](#) at the Association office.

2023 CONFERENCE COMMITTEE OBSERVATION ASSIGNMENTS										
	THURSDAY, MARCH 9			FRIDAY, MARCH 10				SATURDAY, MARCH 11		
	7:00-8:00 AM	10:00 AM-12:30 PM	2:30-5:00 PM	7:00-8:00 AM	10:00 AM-12:30 PM	2:30-4:00 PM	4:30-6:00 PM	7:00-8:00 AM	9:30 AM-12:00 Noon	2:00-4:30 PM
	1 Hr	2 ½ Hr	2 ½ Hr	1 Hr	2 ½ Hr	1 ½ Hr	1 ½ Hr	1 Hr	2 ½ Hr	2 ½ Hr
OPEN SESSION										
Seth Aronson					307					
Kathie Ault		301					214-5			
Brenda Boatswain			305					219		
Rachel Brown		302								
Carmen Burlingame	202				308					
Cathi Cohen	201			205						
Scott Conkright	LG-1			LG-2				LG-3		
Joeleen Cooper-Bhatia						212-5	215-5			
Rita Drapkin		303								313
Jo Hariton					309	211-5				
Lorraine Mangione	203	302		206						
Stacy Nakell			306			209-5				
Charlie Pohl						210-5			311	
Andrew Pojman				207				217	310	
Shenette Scille			304				216-5			
Tev Zukor							213-5	218		314
<i>Unassigned Virtual:</i>	204v			208v		COG			312v	
	THURSDAY, MARCH 9			FRIDAY, MARCH 10				SATURDAY, MARCH 11		
	10:00 AM-5:00 PM	10:00 AM-12:30 PM	2:30-5:00 PM	10:00-5:00 PM	10:00 AM-12:30 PM	2:30-4:00 PM	4:30-6:00 PM	9:30 AM-4:30 PM	9:30 AM-12:00 Noon	2:00-4:30 PM
	All-Day	2 ½ Hr	2 ½ Hr	All-Day	2 ½ Hr	1 ½ Hr	1 ½ Hr	All-Day	2 ½ Hr	2 ½ Hr
WORKSHOP										
Cindy Miller Aron			15							
Eri Bentley				C3					56	
Karin Bustamente	C1									
Myrna Frank		8								
Philip Horner							43-5			
Barbara Iffeld				C4				C4		
Jamie Moran					36					
Ann-Keren Neeman Kantor								46a		
Leah Slivko							43-5		62	
Teresa Snell	G2									
Zach Thieneman						41-5			61	
Matt Tomatz							42-5			
<i>Unassigned Virtual:</i>						40-5v	44-5v			