

USETDA 2023

**13th Annual Conference on
Electronic Theses and Dissertations**

**Virtual Conference
September 20-21, 2023**

**Access & Accessibility
Exploring Equity and Inclusion
in Digital Scholarship**



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#USETDA2023

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Welcome

Dear Colleague,

The USETDA Conference Organizing Committee is delighted to welcome you to the 13th Annual USETDA Conference – “Access and Accessibility: Exploring Equity and Inclusion in Digital Scholarship .”

This year’s program includes two interactive plenary panel discussions, a workshop, eight 50-minute in-depth presentations, three poster presentations, user group meetings, as well as a variety of networking opportunities. All presentations will be streamed live and recorded via the Zoom virtual conference system during the conference. Participants will be able to interact with each other throughout the event. You can view the entire conference session line up in our program schedule.

Join us Wednesday morning for a comprehensive 1.5 hour workshop on accessibility. Thursday morning includes poster sessions and Thursday afternoon includes our user group sessions. Join us Thursday evening for our closing virtual cocktail party (pets are invited)!

We hope you take some time to explore the variety of presentations we’re offering as well as to engage with colleagues in the USETDA community. We are all about learning and sharing with each other in a congenial atmosphere. We hope that you will continue the conference excitement throughout the year by participating in our group activities and exploring for like-minded colleagues in our member directory.

Should you have any questions, please feel free to contact us at info@usetda.org.

USETDA 2023 Conference Organizing Committee



Scan to link to the online program

USETDA 2023 Program Schedule		
Wednesday 9/20/23		
All Times Eastern	Session A	Session B
10:00 AM - 12:00 PM	Session 1 - Workshop - ETD Accessibility: Defined, Designed, Reviewed, and Refined - (Teri Green, The University of Toledo College of Graduate Studies, Kim Fleshman, Bowling Green State University Graduate College, and Alison Thompson, ProQuest). Moderator: John Fudrow	
12:00 - 1:00 PM	Break	
1:00 - 1:45 PM	Session 2 - Rallying A11Y Stakeholders: Digital Accessibility Project Planning Roundtable Session (Lily Compton and Kristin Terrill, Iowa State University Graduate College). Moderator: G.W. Swicord	
1:45 - 2:00 PM	Break	
2:00 - 3:00 PM	Session 3 - Panel Discussion - OhioLINK Accessibility Local Implementation (Kim Fleshman, Bowling Green State University Graduate College; Emily Flynn, OhioLINK; Teri Green, The University of Toledo College of Graduate Studies; Tim Watson, The Ohio State University Graduate School; Cindy Kristof, Kent State University Libraries; and Natalie Cowan, Case Western Reserve University School of Graduate Studies). Moderator: Emily Flynn	
3:00 - 3:15 PM	Break	
3:15 - 4:00 PM	Session 4 - Piloting an Asynchronous ETD Pre-check: Serving the Off-campus and the Time-poor (Kristin Terrill, Lily Compton and Thomas Elliott, Iowa State University Graduate College). Moderator: Teri Robinson	
4:00 - 4:15 PM	Break	
4:15 - 5:00 PM	Session 5 - The Thesis Workspace: Creating On-demand Access to Thesis-Writing Resources (Emily Wuchner, University of Illinois at Urbana-Champaign Graduate College). Moderator: Katherine Johnson	Session 6 - You Can't Access a Reference that Isn't There: Interventions that Promote the Persistence of Web-Based Evidence in ETDs (Sarah Potvin, Kathy Anders, and Tina Budzise-Weaver, Texas A&M University Libraries; and Martin Klein, Los Alamos National Laboratory). Moderator: Ellen Amatangelo

Thursday 9/21/2023		
	Session A	Session B
10:00 - 11:00 AM	Session 7 - Panel Discussion - From Correcting Margins to Creating Best Practices: Reconsidering the Role and Responsibilities of the Thesis Office - (Heidi Arbisi-Kelm and Erin Kaufman, University of Iowa Graduate College; Ashley Messersmith, Purdue University College of Engineering; Valerie Emerson, The George Washington University Libraries). Moderator: Emily Wuchner	
11:00 - 11:15 AM	Break	
11:15 - 12:00 PM	Session 8 - Poster Presentations - (11:15 AM) The Conundrum of Senior Thesis in the Library's Open Access Institutional Repository (Jennifer Beamer and Ken Cotich, Claremont Colleges Library); (11:30 AM) Archivists and ETDs: Collaborating to Improve Access and Preservation (Cory L. Nimer and Rebecca A. Wiederhold, Brigham Young University Library); (11:45 AM) Use of AI-based Tools like ChatGPT in Research and/or Discovery Process: A Threat or a Blessing? (Md. Zillur Rahman, Ahsanullah University of Science and Technology Library). Moderator: Teri Robinson	
12:00 - 1:00 PM	Break	
1:00 - 1:45 PM	Session 9 - ETD Formatting User's Group Meeting (Sally Evans, George Mason University Libraries). Moderator: Ruth Lu	
1:45 - 2:00 PM	Break	
2:00 - 3:00 PM	Session 10 - ETD Administrator User Group Meeting (Austin McLean, April Ellsey, Gilia Smith and Alison Thompson, ProQuest, Part of Clarivate). Moderator: John Hagen	Session 11 - OhioLINK ETD Center Users Group Meeting (Emily Flynn, OhioLINK). Moderator: Teri Green
3:00 - 3:15 PM	Break	
3:15 - 4:00 PM	Session 12 - Community Engagement Group Meeting (Emily Wuchner, University of Illinois at Urbana-Champaign Graduate College). Moderators: Emily Wuchner, Valerie Emerson	
4:00 - 4:15 PM	Break	
4:15 - 5:00 PM	Wrap Up Discussion / Virtual Cocktail Party (Emily Wuchner, Vice Chair, John Hagen, Executive Director - USETDA)	

Wednesday, September 20, 2023

10:00 AM - 12:00 PM (all times are Eastern)

Workshop - ETD Accessibility: Defined, Designed, Reviewed, and Refined. Teri Green ([The University of Toledo, College of Graduate Studies](#)), Kim Fleshman ([Bowling Green State University Graduate College](#)) and Alison Thompson ([ProQuest part of Clarivate](#)). Moderator: John Fudrow.

Abstract. An accessible document is created to be easily navigated, read, used, and understood by a wide audience, including people with disabilities and those who use a variety of adaptive technology, devices, software, and hardware to achieve equal access. While many universities have focused on accessible websites, course instruction, library content and events/physical spaces, student-authored ETDs only recently are being recognized as an output of and therefore representative of, the institution. As an ETD practitioner, you may be asked to instruct on, design, review, remediate, approve, or publish an accessible ETD. This workshop will address the basic principles and best practices of document accessibility, including source document design, accessibility wizards and checkers, and resources to further refine the process at your own institution. Interactive exercises will give you a hands-on opportunity to create, review, and fix common accessibility issues in documents, focusing on Microsoft Word and Adobe PDF formats. ProQuest/Clarivate will join us to share their work with thought leaders on establishing best practices, building robust resources, and their vision for an accessible future in the world of ETDs.

Keywords: accessible document, electronic thesis, dissertation, workshop

1:00 - 1:45 PM

Rallying A11Y Stakeholders: Digital Accessibility Project Planning Roundtable Session. Lily Compton and Kristin Terrill ([Iowa State University Graduate College](#)). Moderator: G.W. Swicord.

Abstract. Recently many of us have voiced concerns about updating our Electronic Thesis Dissertation Administrator (ETDA) practices to support digital accessibility mandates. Responding to a need for more clarity, planning, and direction, this virtual roundtable session aims to combine our collective knowledge and ingenuity towards practical guidance for our community. Iowa State University is a publicly funded land-grant university responsible for making its research available and accessible to the public. Its digital accessibility policy will be in full effect by July 1, 2026. This policy has implications for the Thesis and Dissertation Writing Program (TDWP) run by the Center for Communication Excellence (CCE), housed within the Graduate College. To ensure that our TDWP will be prepared for the policy, we have begun documenting our journey in an Open Educational Resource (OER) that will document our thought process about holistic and systemic change to the TDWP and the ETDA process. In this session, we will share a list of questions related to resources, auditing, stakeholders, and other issues. We will also share strategies and resources in place as well as tentative ones. We invite our USETDA partners to join our discussion to add to our list and focus on strategies for small, medium, and large universities and divisions of responsibility. We recognize that the process of implementing an institutional change of this size can be daunting for many ETDA's, especially those who work independently or have limited resources. Therefore, our goal is to create and share an OER that can provide ETDA's with a tool kit of strategies for marshalling expertise and determining needs and responsibilities for relevant stakeholders. The shared vision and ideas from this session will make the OER into a versatile roadmap to digital accessibility for theses and dissertations.

Lily Compton is the Assistant Director for Programming in the CCE, Graduate College for Iowa State University. She oversees the Graduate College's guidelines and policies for theses and dissertations

Kristin Terrill is a Graduate Student Services Specialist in the CCE, Graduate College for Iowa State University. She reviews ETDs and oversees ETD templates and resources.

Keywords: digital accessibility, stakeholders, project planning, collective knowledge, open educational resource, institutional change

2:00 - 3:00 PM

OhioLINK Accessibility Local Implementation Panel. Kim Fleshman (Bowling Green State University Graduate College), Emily Flynn (OhioLINK), Teresa Green (The University of Toledo College of Graduate Studies), Tim Watson (The Ohio State University Graduate School), Cindy Kristof (Kent State University Libraries) and Natalie Cowan (Case Western Reserve University School of Graduate Studies). Moderator: Emily Flynn.

Abstract. Our panel will discuss implementation of accessibility at each of our schools. Issues with Word, PDF, and LaTeX. The policy at OhioLINK vs our respective school's policy. Exceptions for the ones that cannot be made 100% accessible. What is allowed, what wording is used, etc.? Also, we would like to talk about the community aspect of the Ohio schools and how we are helping one another through Zoom and with our OhioLINK quarterly meetings.

- 1) implementation
- 2) issues
- 3) exceptions
- 4) policy
- 5) community

Keywords: accessibility, PDF, LaTeX, school policy, exceptions to policy, community

3:15 - 4:00 PM

Piloting an Asynchronous ETD Pre-check: Serving the Off-campus and the Time-poor. Kristin Terrill, Lily Compton and Thomas Elliott (Iowa State University Graduate College). Moderator: Teri Robinson.

Abstract. For some graduate students, the week or so after they defend their thesis or dissertation can be more stressful than the defense. Those who did not, or were not able to, attend formatting information seminars and boot camps, didn't know about the available Electronic Thesis and Dissertation (ETD) templates, or are novices with digital editing technologies confront a major task of reformatting their long-form documents in the lead-up to graduation. Many are already out of state, working full-time at post-graduation jobs and may even be in a different hemisphere. To serve these students, the Center for Communication Excellence (CCE) piloted an asynchronous format check in the Fall of 2022. We used Canvas as our choice of learning management system to create a hub containing graduation resources, and we enrolled students who had filed for graduation, i.e., were in their final semester. Students could submit their PDFs as an "assignment" through Canvas, allowing them to receive format corrections before submitting to ProQuest for the official review. This pilot program complements the existing, synchronous ETD pre-check program at Iowa State University. It promises to mitigate bottlenecks in the ETD review process, which does not start until after the student completes all the other requirements of their program, including the thesis/dissertation defense. This existing workflow has led to a glut of ETD reviews in the last month of the semester, when delays in reviewing can be extremely stressful for graduate students, if not actually detrimental to their plans after graduation.

By shifting much of the formatting work to earlier in the semester, this asynchronous format check gives students more time to format their ETDs and reduces stress for the ETD reviewers. In this single session presentation, we summarize the process of planning and putting together the ETD resource hub on Canvas, demonstrate the process of submitting, pre-checking, and providing feedback to students, and discuss ongoing improvements. Attendees will get ideas for how to enhance outreach and provide individualized feedback to students with an ETD resource hub in a learning management system.

The authors work at the CCE, Graduate College for Iowa State University.

Keywords: asynchronous, learning management system, pilot program, streamlining ETD processing

4:15 - 5:00 PM (Breakout A)

The Thesis Workspace: Creating On-demand Access to Thesis-Writing Resources. Emily Wuchner (University of Illinois Urbana-Champaign Graduate College). Moderator: Katherine Johnson.

Abstract. Traditionally, the University of Illinois Urbana-Champaign Thesis Office has mostly supported students in the final stages of degree completion and thesis deposit. But in interactions with students, they have expressed the need for support earlier in the thesis-writing process.

In brainstorming our strategy to fill this gap, several factors came into play. Following the COVID-19 pandemic, we found that students wanted to engage with our services differently. We found that attendance at workshops and office hours was very low but online traffic to our web resources was higher. In evaluating our audience, we found that many of our students were working full-time jobs, in fully online programs, or working remotely (sometimes out of the state or country), and they were unable to interact with some of our services during the 9-5 window. These challenges were not exclusive to the Graduate College, as we found that our campus partners were struggling to build connections, too.

Our solution was The Thesis Workspace: an interactive, asynchronous resource to guide students through the early stages of writing their thesis, empower them to take charge of the process, and help them build community. The Workspace is built in Canvas (our campus' course management system) and contains seven modules that correspond to different phases of the process (see this link: grad.illinois.edu/thesis/development). The content included in The Thesis Workspace was built in collaboration with campus units including the writing center, the copyright librarian, library subject specialists, the IRB Office, the patent office, and the university press. The resources at our university are siloed, and this allows students to have access the information they need to be successful.

This presentation will discuss the impetus in creating The Thesis Workspace and lessons learned. Next, we'll share the communication strategy used to advertise this resource, plans for adding and updating content, and advice on moderating discussion boards. Finally, we will help attendees map out a plan for introducing a similar resource at their own institutions.

Keywords: graduate school, access, thesis deposit, Canvas

4:15 - 5:00 PM (Breakout B)

You Can't Access a Reference that Isn't There: Interventions that Promote the Persistence of Web-Based Evidence in ETDs. Sarah Potvin, Kathy Anders, Tina Budzise-Weaver (Texas A&M University Libraries) and Martin Klein (Los Alamos National Laboratory). Moderator: Ellen Amatangelo.

Abstract. Like many other scholarly publications, Electronic Theses and Dissertations (ETDs) suffer from reference rot, a phenomenon in which web-based resources cited in the work change, cease to function, or disappear; unlike many other scholarly publications, ETDs are created and published by students and administered by faculty, and staff working within a single university.[1] ETD's positioning within the university allows for a greater breadth of intervention and involvement, through targeted tools and support, in ETD processing, management, dissemination, and preservation.

In this presentation, a team of researchers from Texas A&M University and Los Alamos National Laboratories will provide an overview of their work to mitigate reference rot in ETDs through sociotechnical interventions, melding technical solutions (robust links, permalinks, web archiving, and, ideally, Vireo integration) with human awareness (workshops and other forms of instruction to ETD authors). This work, which focuses on active data curation, preserving, and web archiving as a collaboration between graduate authors and ETD administrators, thematically aligns with USETDA's interest in both graduate research practices and ETD processing. Not assuming any previous technical knowledge among attendees, this presentation will introduce the problem of reference rot in ETDs and report on findings from surveys and workshops conducted in Spring 2023. In keeping with USETDA's theme of Equity and Inclusion in Digital Scholarship, the presentation will also discuss disparities in web-archiving and persistence across scholarly communication, emphasizing the particular vulnerability of references to "web-at-large" materials, which are typically not preserved and archived to the same degree as scholarly journal articles.[2]

[1] Mia Massicotte and Kathleen Botter, "Reference Rot in the Repository: A Case Study of Electronic Theses and Dissertations (ETDs) in an Academic Library," *Information Technology and Libraries* 36, no. 1 (2017): 11–28, <https://doi.org/10.6017/ital.v36i1.9598>.

[2] Martin Klein, Herbert Van de Sompel, Robert Sanderson, Harihar Shankar, Lyudmila Balakireva, Ke Zhou, Richard Tobin, "Scholarly Context Not Found: One in Five Articles Suffers from Reference Rot," *PLoS ONE* 9, no. 12 (2014), <https://doi.org/10.1371/journal.pone.0115253>.

Keywords: ETD, reference rot, web archiving, sociotechnical intervention

Thursday, September 21, 2023

10:00 - 11:00 AM

From Correcting Margins to Creating Best Practices: Reconsidering the Role and Responsibilities of the Thesis Office. Heidi Arbisi-Kelm ([University of Iowa Graduate College](#)), Erin Kaufman ([University of Iowa Graduate College](#)), Ashlee Messersmith ([Purdue University College of Engineering](#)) and Valerie Emerson ([The George Washington University Libraries](#)). Moderator: Emily Wuchner.

Abstract. For many decades, thesis examiner work was characterized by carefully measuring margins with the proverbial ruler, stamping-off on signature sheets, and collecting bound, paper copy theses for distribution. While this creates an antiquated picture of the profession, too often we experience that this depiction is still applied to the work. We see the role of the thesis examiner moving from exclusively managing backend manuscript examination and clearance to also providing frontend support for the development of publication, data management, and preservation best practices. Some universities have begun to rethink the responsibilities of the thesis office, especially with the emergence of new-form student scholarship.

During this panel, we will explore changes to the portfolio of the thesis office on our campuses through two lens. First, we'll explore the role the thesis office plays in the development and preservation of student work. As student work becomes more complex, the thesis office may be called upon to help students create work that can be preserved and accessed for years to come. We see this sort of support as making a positive—and professional—contribution not only to broader university life, but also to the public good. Second, we'll discuss strategies to advocate for ourselves and our role at institutions. Presenters will discuss some of the changes they have made (or hope to make), conversations they have shared, questions they have, and/or challenges they see moving forward. This session will be interactive, so we encourage attendees to share their thoughts and questions.

This panel was originally proposed by the University of Iowa thesis office and accepted for the 2021 Midwest Association of Graduate Schools conference, but this event did not take place due to the pandemic. The panelists have not yet been determined.

Keywords: professionalization, new-form scholarship, reconsidering the thesis office

11:15 - 12:00 PM (Poster Presentations) Moderator: Teri Robinson

11:15 AM

The Conundrum of Senior Thesis in the Library's Open Access Institutional Repository. Jennifer Beamer and Ken Cotich ([Claremont Colleges Library](#)).

Abstract. Scholarship@Claremont (S@C) is the official institutional repository for the Claremont Colleges Consortium (a group of seven library arts colleges in Southern California) and is managed by The Claremont Colleges Library. For more than ten years, library staff has been assisting Seniors with posting their undergraduate theses as a part of the ETD program, and they are some of the most downloaded items numbering in the 300,000-plus range. These are accessible via Open access and on the Campuses only. This poster will share some challenges in hosting and posting workflows for students, policies, and procedures for library staff and our campus partners. We will also share our pre-deposit support to students and faculty through education and advocacy. Finally, we would like to share and discuss pathways for moving forward with Senior Thesis.

Keywords: Baccalaureate Senior Thesis, Library Repository, Open Access, Campus Only, Undergraduate Works

11:30 AM

Archivists and ETDs: Collaborating to Improve Access and Preservation. Cory L. Nimer and Rebecca A. Wiederhold ([Brigham Young University Library](#)).

Abstract. While discourse surrounding ETDs in academic libraries often focuses on scholarly communications issues, many repositories are also required to preserve theses and dissertations as part of the institution's official record. However, this dual mandate for preservation and access can be complicated by organizational structures or policies that separate archivists from institutional repositories. This poster will review two surveys of archives at ARL libraries in the United States and their reported involvement with ETD and institutional repository programs. It will also consider the role of the archivists in the retrospective digitization of legacy archival copies of theses and dissertations, and current best practices regarding retention of these scholarly works.

Keywords: theses, dissertations, ETDs, archivists, records, preservation, collaboration, retrospective digitization

11:45 AM

Use of AI-based Tools like ChatGPT in Research and/or Discovery Process: A Threat or a Blessing? Md. Zillur Rahman ([Ahsanullah University of Science and Technology Library](#)).

Abstract. Purpose: The article delineates the impact of use of artificial intelligence (AI) in research and discovery process. To delve into the fact, this study relied on systematic literature reviews (SLRs) to provide a guideline for employing AI in the process.

Design/Methodology/Approach: Technical expertise is no longer necessary for researchers to employ AI in their work. The argument about deploying OpenAI's Chat Generative Pre-trained Transformer (GPT), a chatbot, has recently spread to the academic community and sparked spirited discussions regarding the direction of academic research. By covering current trends and advancements in the area, this article seeks to give readers a broad picture of the state of applying AI in research today.

Findings: ChatGPT is a public tool developed by OpenAI that is based on the GPT language model technology. ChatGPT is able to do this by leveraging its extensive data stores and efficient design to understand and interpret user requests, and then generating appropriate responses in nearly natural human language. ChatGPT can be used to improve research and scholarship in academia in a number of ways: literature review assistance, text generation, data analysis, language translation, automated summarization and question answering including but not limited to quantitative research, data qualification, research on unstructured data, qualitative data, and even on many support functions and repetitive tasks. Despite the very positive implication, it has negative side, there are several ethical and privacy concern to consider in using ChatGPT.

Originality/Value: The potential for AI to expedite, rely on, and facilitate research effort is already present. The authors discuss the benefits and drawbacks of AI today, which should be discussed in any research that makes use of AI. Objectivity and repeatability in research procedures, which are currently prone to human mistake, are advantages. The architecture of existing general-purpose models has certain significant drawbacks, which must be understood before employing them in research. Without getting into technical depth, the writers will highlight the most significant flaws and offer suggestions for how to address them on a regular basis.

Keywords: ChatGPT, OpenAI, Artificial Intelligence, Research and Discovery Process

1:00 - 1:45 PM

ETD Formatting Users' Group Meeting. Sally Evans ([George Mason University Libraries](#)). Moderator: Ruth Lu.

Abstract. The United States Electronic Thesis and Dissertation Association (USETDA) founded the ETD Formatting User's Group in 2021 to give a platform and a source of support and advice to reviewers of theses and dissertations. At each yearly conference, the group will meet to discuss the past year's challenges, issues and successes in the field, and to share knowledge and resources with colleagues. Furthermore, we will consider the future of formatting and format reviews: how is our field changing? How should our field change? Please join us as we present issues, share solutions, and learn from one another.

Keywords: formatting, format review, users' group

2:00 - 3:00 PM (Breakout A)

ETD Administrator User Group. Austin McLean, April Ellsey, Gilia Smith and Alison Thompson (ProQuest part of Clarivate). Moderator: John Hagen.

Abstract. We invite new and prospective users to participate in an interactive discussion of the free to authors and universities ProQuest ETD Administrator workflow and management system. Find out about new development and improvements and get an update on the ETD Administrator system. Share best practices and learn how to get the most from the system, including populating your institutional repository.

Keywords: ETD, ETD Administrator, System, Workflow, Management

2:00 - 3:00 PM (Breakout B)

OhioLINK ETD Center Users Group Meeting. Emily Flynn (OhioLINK). Moderator: Teri Green.

Abstract. The OhioLINK Electronic Theses and Dissertations (ETD) Center includes 36 institutions and their students in Ohio with over 100,000 open access ETDs. This session will begin with a brief system update then become a discussion with current institutional users of the OhioLINK ETD Center, with a focus on digital accessibility of ETDs. Others who are interested in learning more about the OhioLINK ETD Center are welcome to attend as well. OhioLINK staff will provide a brief update, facilitate discussion, and answer questions about the OhioLINK ETD Center.

Keywords: ETD, electronic theses and dissertations, open access, consortium, digital accessibility

3:15 - 4:00 PM

Community Engagement Group Meeting. Emily Wuchner (University of Illinois Urbana-Champaign Graduate College). Moderators: Emily Wuchner, Valerie Emerson.

Abstract. The USETDA Community Engagement Group was formed in 2021 and focuses on identifying opportunities for members to learn more about important topics in the ever-changing thesis landscape, promoting professional development among members, and creating a space for networking. At this conference, we'll host five-minute flash talks so that our members can share some of their innovative ideas, topics they are exploring, and new discoveries.

Keywords: ETD, engagement, community

4:15 - 5:00 PM

Wrap Up Discussion / Virtual Cocktail Party. Emily Wuchner, Vice Chair, John Hagen, Executive Director (USETDA)



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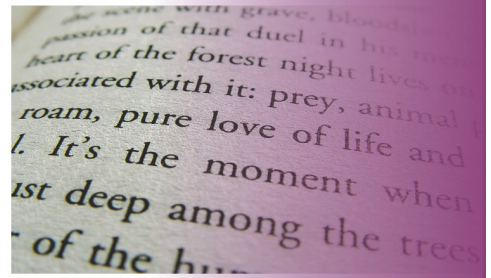
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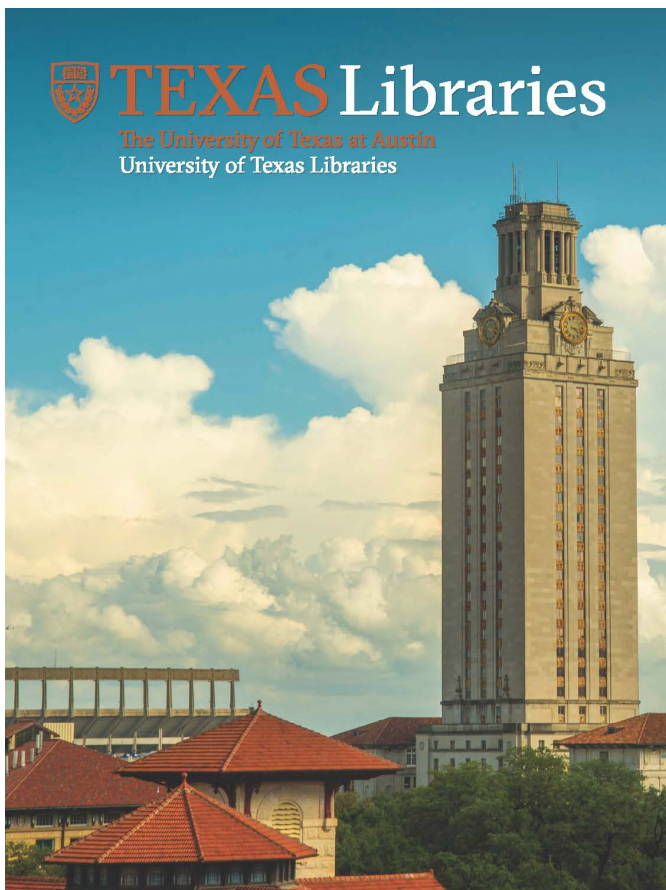
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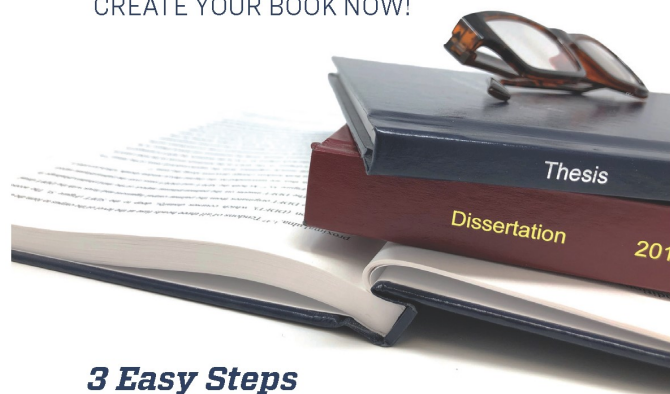
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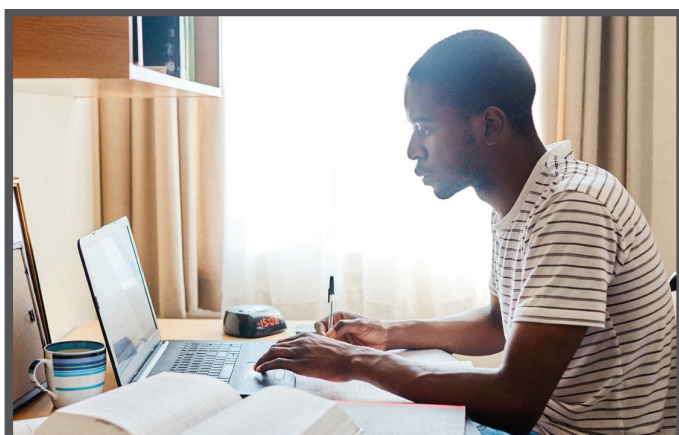


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Bid to Host USETDA 2025

The USETDA is now accepting bids to host the USETDA 2025 Conference. Please submit your proposal by January 1, 2024. We are planning a joint conference with the NDLTD to celebrate USETDA's 15th anniversary. To contact the USETDA Board, send an email to info@usetda.org. For more information, visit <https://www.usetda.org/usetda-conferences/usetda-conference-bid-process/>.

The following information should be included in your institution's bid:

- Hosting organization / institution(s)
- Rationale for hosting the conference
- Planned dates – please include proposed conference dates and explain your choice, including flexibility of proposed dates
- Venue – city, information on conference facilities (e.g., number and size of conference rooms, and availability of Internet access in conference rooms)
- Conference organization:
 - Level of logistical and financial support from host institution
 - Detailed information on conference support personnel
 - Distribution of responsibility for conference organization
- Travel/transportation considerations
- Accommodations (type, cost, applicable city and state taxes, and access to conference venue)
- Proposed special activities
- Tourist information
- Restaurants

Keep in touch!



USETDA Regions

