



AAPA



Asian American
Psychological Association

2017 AAPA ANNUAL CONVENTION REPORT

CONVENTION THEME:

Rise in Solidarity

Comradery Through Our Interdisciplinary Efforts, A Call To Action

University of Nevada, Las Vegas • Las Vegas, Nevada

Conference Co-Chairs

Gloria Wong-Padoongpatt & Nic Rider



2017 AAPA Annual Convention Report

- I. General Summary
 - Committee Formation
 - Committee Responsibilities
 - Convention Theme
 - Timeline
 - Site Selection
 - Co-Sponsorships
 - Housing
 - Fee Structure
 - Invited Speakers
 - Program
 - Innovations
 - Awards
 - Attendance
 - Budget and Revenue
- II. Registration Committee Report
- III. Program Committee Report
- IV. Session Committee Report
- V. Poster Committee Report
- VI. Book Sale Committee Report
- VII. Mentor-Mentee Committee Report
- VIII. Banquet/Entertainment Committee Report
- IX. Volunteer Committee Report
- X. Appendices
 - Appendix A: Call for Proposals
 - Appendix B: Sample Judge's Packet and Thank You Letter
 - Appendix C: Early Bird Activity and Mentor/Mentee Handouts
 - Appendix D: CE Application

GENERAL SUMMARY

a. Committee Formation

The formation of the Convention Committee began shortly after the end of the 2016 Convention in Denver, Colorado. During the closing EC meeting at the 2016 Convention, President Kevin Nadal and Co-Chair Gloria Wong-Padoongpatt discussed the possibilities of organizing an independent multiple-day convention. Gloria was a post-doc at the University of Nevada, Las Vegas (UNLV) and therefore, Las Vegas was discussed as a possible site for the 2017 Convention. During the same EC meeting, Nic Rider expressed interest in serving as Convention Co-Chair. Several EC members recommended Nic for the position and Nic was actively involved in AAPA for several years and served on several convention committee chairs. Gloria and Nic followed-up a few weeks after and began brainstorming convention plans. A survey was sent out to AAPA members to assess future plans for the convention. Majority of the members supported to have the convention independent from APA and to have it in a location that was advantageous for the planning committee. The EC agreed to have the convention in Las Vegas the first weekend of October, 2017. Once the location and time of the convention was established, Gloria and Nic sent out emails to solicit junior sub-committee chairs. Many of the new sub-committee chairs who were selected had a self-identified interest in joining the 2016-2017 committee. We added two new sub-committees this year, media committee and AVI/refreshments committee to help the co-chairs with advertising and managing the logistics during the convention. The committees were fully composed by the end of November 2016. A couple of modifications in the committee co-chair assignments were made; Jenny Tran replaced Christine Dozier on the banquet committee; Justine Fan replaced Christine Louie on the mentor/mentee committee; and Minji Yang was added as a liaison between session and poster committees. There were 10 professionals and 14 students on the committee, which was 5 more committee members compared to previous year. The format of having a returning co-chair partner and mentor a new incoming co-chair continues to work well.

The final convention team is listed below. The names of the returning committee members are listed first in each grouping.

Convention Co-Chairs:	Gloria Wong-Padoongpatt and Nic Rider
Banquet/Entertainment Co-Chairs:	Jennifer Hsia and Jenny Tran
Book Sale Co-Chairs:	Kayi Hui, Ankita Krishnan, and Taylor Lott
Mentor-Mentee Co-Chairs:	Wells Ling and Justine Fan
Poster Co-Chairs:	Sunny Ho, Iris Miao, and Minji Yang
Program Co-Chairs:	Ya-shu Liang and Anabelle Atkin
Registration Co-Chairs:	Will Tsai and Ming Tu
Session Co-Chairs:	Huijin Li and Frances Shen
Volunteer Co-Chairs:	Wilson To and Amber Pham
AVI/Refreshments Co-Chairs:	Glenn Masuda & Pooja Mammidana
Media Co-Chairs:	Natasha Yamane & Gary Kwok
AAPA Vice President:	Richelle Concepcion

b. Committee Responsibilities

In keeping with last year's efforts, we implemented the same collaborative process across the different subcommittees. The Co-Chairs divided the workload of supervising the sub-committees with Gloria overseeing the Sessions, Poster, Program, and Registration Committees and Nic overseeing the Banquet/Entertainment, Book Sale, Mentor-Mentee, and Volunteer Committee. Both Gloria and Nic oversaw the new AVI/Refreshments and Media Committees. The Sessions, Poster, and Program Committees worked in close collaboration during the proposal review and selection process. Minji Yang was the liaison between the Session and Poster Committees to help with communication during the proposal process. The Program Committee Co-chairs recruited proposal reviewers, who were then given review assignments by the Poster and Sessions Committee Co-Chairs. Like the previous year, CEs were incorporated in the program planning. The Co-Chairs and Sessions Committee ensured

that CEs were offered. Ya-Shu, the Session Committee Senior Chair, spear-headed the CEs application process through her home university, Alliant University. The Registration Committee Co-chairs worked closely with the Convention Co-chairs, as well as the Co-chairs of the Volunteer, Book Sale, and Mentor-Mentee Committees. The committee co-chairs worked well with one another and most co-chairs communicated via telephone and email contact. Convention Co-Chairs created a Google Drive for storing current and historical information. FreeConferenceCall.com was used to facilitate group meetings and discussions about convention procedures and logistics. Two full-committee conference calls were held, one in February 2017 and another in August 2017, for committee members to touch base with one another and to discuss ongoing logistics. In addition, the convention co-chairs split responsibilities of having smaller meetings/check-ins with each sub-committee, on a routine basis.

c. Convention Theme

The theme, 'Rise in Solidarity' directly builds on last year's theme of going beyond Asian Americanness and examining our own diverse identities. 'Comradery Through Our Interdisciplinary Efforts' encourages members to reach out to different fields with the goal of strengthening practice and research in Asian American psychology. Further, the aftermath of the 2016 election has left many disenfranchised, especially those with multiple, targeted identities. We hope this 'Call to Action' galvanizes AAPA members to heal and mobilize, while protecting those pushed to the margins. This theme also addresses marginalized identities within our own 'borders.' During the closing panel of last year's convention, AAPA members of various AAPI subgroups painfully shared stories about the invisibility of their intersectional identities. By encouraging AAPA members to go beyond just acknowledging the diverse identities, we aim to move towards inclusion and celebration of all marginalized identities within our AAPI community. The Call for Proposals (CFP) was finalized in February 2016. A few major changes were made to the type of proposals. First, we added a difficult dialogue option for the presentation. Also, we included two poster sessions. The rest of the proposals were the same as previous years (i.e., interactive sessions, symposia, and posters were all included). Emphasis was placed on promoting the CFP across disciplines and to a variety of allied organizations. We also posted the CFP on listservs for the ethnic minority psychological associations and various divisions within the APA. All committee members were also asked to distribute the CFP to their respective organizations and colleagues. The host university helped advertise to the AAPI community in Las Vegas.

d. Timeline

In general, most of the major decision points of the convention were conducted in accordance to a predetermined deadline. The timeline used in Las Vegas followed the timeline set for other US-based AAPA conventions (e.g., DC, Orlando, etc.). The deadlines were as follows:

Las Vegas – '17	IMPORTANT DATES/DEADLINES
By end of November 2016	Fill committee co-chair positions Identify Conference Theme
By end of January 2016	Identify Conference Site Location Identify Keynote Edit Call for Proposals (CFP) Leftover books
By end of March 2017	Finalize and Advertise CFP Update AAPA website and contact listservs with CFP Obtain Contract from Conference site
	Identify Banquet Location and Entertainment
	Submit revisions for submission portal to website managers

By end of April 2017	Identify panels for CEU programs. Request presenter CVs and learning objectives
End of April, 2017	Identify Proposal Reviewers (Poster, Session, Program)
May 31 st , 2017	Deadline for Proposal Submission
June 9 th , 2017	Send proposals to reviewers
June 23 rd , 2017	Reviews Due. Program co-chairs will follow up with missing reviews.
June 30 th , 2017	Notification to accepted proposals Begin soliciting student volunteers via listserv and Facebook
July 7 th , 2017 (up and running by July 1 st)	Registration portal launched. Early Bird Registration open. (same as APA) Continue soliciting student volunteers via portal and listserv emails as needed.
July 31 st , 2017	Deadline for accepted presenters' proposals
August 15 th , 2017 (Deadline)	Identify CEU programs. Request presenter CVs and learning objectives (we might not need this)
August 30 th , 2017	Early Bird Registration closed
September 10 th , 2017	Conference Program completed Update AAPA website and contact listservs with final program
September 20 th , 2017	All online registration closed
End of September, 2017	Confirm lunch, banquet, and special VIP RSVP tickets
October 5 th , 2017	Pre-convention meeting and dinner
October 6 th -8 th , 2017	AAPA Convention Day
	AAPA EC Business Meeting/Conference Summary
December 1 st , 2017 December 31 st , 2017	Collect reports from Committees/finalize Conference report Submit final Conference Report to AAPA EC

Elizabeth Alger (EAlger@apa.org) continued to be our primary contact at APA this year. She helped in updating the website for the proposal (<http://forms.apa.org/aapa>), administrator team (<http://forms.apa.org/aapa/adm>), and reviewer (<http://forms.apa.org/aapa/reviewers>) portals. Unfortunately, Elizabeth became nonresponsive around April when the portal was suppose to go live so we were unable to make the necessary changes to the new difficult dialogue category. The portal was delayed and the Co-Chairs needed to reach out to other team members since Elizabeth was not responsive. There is a mutual agreement to split from using APA proposal portal and reach out to other proposal submission options. It will be important for next year's Co-Chairs to contact the point person early (as soon as the CFP is finalized) in order to avoid delay in updating the website and opening the portal for proposal submission.

Overall, the process of receiving, reviewing, and selecting proposals went well. Our poster and session teams were able to easily access and utilize the portal websites after the submission period ended. This allowed for quick assignment of proposals to our volunteer reviewers. The Co-Chairs needed to step in to send out the acceptance letters because the Sessions Committee Co-Chairs were out of town during that time.

Reviewers used a modified rubric, which was developed by the Posters and Sessions Committees. Similar to the previous year, proposals for the posters, symposia, interactive sessions and difficult dialogue each had separate guidelines for review. The set of rubrics ensured that non-empirical submissions were reviewed fairly with

appropriate guidelines. In general, the review process went very well. Consistent with the review process over the past two years, authors of proposals were given the reviewers' narrative feedback when they were notified of the status of their proposal.

We integrated convention information with the AAPA website by staying in contact with the AAPA Communications Officer, Andrew Paves (andrew.paves@gmail.com). Andy was very responsive to our requests to update the website and post updates to AAPA's Facebook page; the co-chairs were given administrative access to AAPA's Facebook page, as well. The convention co-chairs used Facebook and the AAPA listserv to post updates to the AAPA membership. Posting through both the listserv and Facebook was efficient and effective as it took little time to send out convention updates and reach the majority of AAPA members.

There were relatively few challenges in adhering to the timeline this year. The proposal submission deadline was extended for a week in order to encourage members to submit additional proposals.

e. Site Selection

The membership voted to have an independent multiple-day convention in a city that was convenient for the convention chairs. Since one of the co-chairs was a post-doctoral scholar at UNLV, we focused on getting a space at the UNLV campus and a convention hotel nearby. Gloria went to different departments at UNLV to ask about the optimal convention space for 150 attendees. The recommendations included Thomas and Mac Center, Alumni Center, and Greenspun Hall. Gloria made appointments at all the recommended locations and decided on Greenspun Hall given the auditorium space for keynotes and film screenings, breakout rooms for the individual sessions, an outdoor area for the poster sessions, and a spacious upstairs area for food and beverages. The cost for both days at Greenspun Hall was \$1975. The College of Liberal Arts at UNLV donated \$2000 to AAPA to cover the site costs. Nicole Hutchison was the site manager at Greenspun Hall and Gloria worked closely with Nicole in the months leading up to the convention.

Unfortunately, miscommunication happened with scheduling breakout rooms at Greenspun Hall and we needed to schedule with registrar at another location. Gloria worked with the UNLV registrar office to schedule 10 breakout rooms at the Frank and Estella Beam Hall (BEH) building which was a few minutes walk from Greenspun Hall. The planning committee was notified and took extra precautions to direct members to specific locations. Breakout rooms were smart classrooms equipped with built-in projectors, screens, microphones, etc. Free Wi-Fi access was available for all conference attendees through UNLV. There were no issues with connecting to the Internet.

Posters for the two poster session were placed outside in the open area of Greenspun Hall. We set-up easels for the posters. During the first day, the Vegas wind was an issue and the Poster Committee needed to find creative ways to secure the posters. They ended up taping down the posters and securing the easels in-between lunch tables.

f. Co-sponsorships

To acknowledge their support in helping us secure a venue for this year's conference, we made UNLV's College of Liberal Arts and the Psychology Department co-sponsors of this year's convention.

g. Housing

This year, we secured a conference hotel at The Lucky Dragon Hotel and Casino (<http://luckydragonlv.com/>). We worked closely with Kristie Nguyen, the manager and head of operations of the hotel. We blocked 50 rooms for the members for Thursday, Friday, and Saturday, nights. We were able to cover those blocks and went a little over. We secured the rooms for \$145 a night plus hotel fees and tax.

h. Fee Structure

Registration fees were increased compared to last year due to the multiple day convention. A new category for retired members was added and they paid the same rates as the student members.

2016: early reg \$115; non-member \$140; student \$45; student non-member \$55; family \$5
 2016: late reg \$140; non-member \$165; student \$55; student non-member \$65; family \$5
 2016: onsite reg \$150; non-member \$175; student \$65; student non-member \$75; family \$5
 2017: early reg \$160; non-member \$185; student \$70; student non-member \$85; retiree \$70; family \$15
 2017: late reg \$185; non-member \$210; student \$90; student non-member \$105; retiree \$90; family \$15
 2017: onsite reg \$195; non-member \$220; student \$100; student non-member \$115; retiree \$100; family \$15

We had coffee, breakfast, and snacks both days which we planned for 81% of the attendees at \$20 per attendee coming out to \$5,152. We also planned lunches for both days which were included in the registration costs. We had boxed lunches on Friday for 75% of the attendees at \$11 per attendee coming out to \$2,624. On Saturday, we had pizza for 83% of the attendees at \$7 per attendee coming out to \$959.

Consistent with last year, we provided student volunteers free registration and lunch. We also added free banquet for the student volunteers.

i. **Invited Speakers**

Similar to the past years, the co-chairs reached out to potential keynote speakers that would be able to speak to the theme of the Convention. Similar to last year, we approached the founders of AAPA Derald Sue and Stanely Sue but they declined as they had conflicting schedules during the time of the keynote. During a meeting between the Co-Chairs, Nic and Gloria decided that putting together a slideshow keynote would be a good idea. The purpose of the keynote slideshow was to have AAPA take a look back at the history of AAPA and how it started. Also, to have an optimistic look at the future. Nic and Gloria interviewed past presidents and had their voices inserted throughout the slideshow.

Finally, the AAPA Divisions and special interest groups were offered an opportunity to hold a lunchtime meeting. Those who accepted the offer to hold a meeting included, the Division on Students, Division on South Asian Americans, Division on Filipino Americans, Division on LGBTQ Issues, the Division on Practice, and the Division on Mixed Heritages.

j. **Awards**

In general, Richelle Concepcion (Vice President of AAPA) was in charge of the awards procedures (e.g., contacting guests, making certificates or plaques, providing honorary/complimentary banquet tickets). Some awards winners were announced at the convention's Afternoon Remarks, whereas others were announced at the Awards Banquet and printed in the Banquet Program. Sumie Okazaki chaired the AAPA Awards and AAPA Fellows committees. Brandon Yoo took on duties of the Student Travel and Dissertation Awards. Both communicated the winners of the awards to via the regular channels (e.g., website, listserv), and the student travel award winners were also sent directly to the convention committee. The winners are noted below:

Maria Root, Ph.D.	AAPA Lifetime Achievement Award
Alicia del Prado, Ph.D.	APF Okura Mental Health Leadership Foundation Fellowship
Nellie Tran, Ph.D.	AAPA Early Career Award for Distinguished Contribution to Service Leadership
Anne Saw, Ph.D. & Cixin Wang, Ph.D.	AAPA Early Career Awards for Distinguished Contributions to Research
Anna S. Lau, Ph.D.	Distinguished Contributions to Research Award
Mary Ann Takemoto, Ph.D.	AAPA Distinguished Career Award
Jeanne Manese, Ph.D. & Yuying Tsong, Ph.D.	AAPA Fellows
Amanda Breen, Ph.D. & Koko Nishi, Psy.D.	AAPA Leadership Fellows Program
Yu Lu, M.A.	Stephen C. Rose Scholarship

Celebratory remarks were also given to outgoing officers during the convention itself.

Kevin Nadal, Ph.D.	Outgoing Past-President
Glenn Masuda, Ph.D.	Outgoing Board of Directors
Karen Suyemoto, Ph.D.	Outgoing Elected Observer to APA Council
Bryan S. K. Kim, Ph.D.	Outgoing Editor of AAJP
Chu Y. Kim-Prieto, Ph.D.	Outgoing Associate Editor of AAJP
Tiffany Yip, Ph.D.	Outgoing Associate Editor of AAJP

During the convention's closing remarks, the following awards were announced: Best Poster, Student Travel, Division on Students, Division on South Asian Americans Student Award, Division on Filipino/a Americans Student Award, and Best AAJP Paper. The Student Travel Award winners were Ahmed Alif, Thomas Chan, Arwin Angelae I. Cotas, Nina Kaur, Brian TaeHyuk Keum, Marina T. Khan, Hyunji (Hannah) Lee, Shizhu Liu, Yun Lu, Van Ly, Rani Lacsa Marcos, Ka yan Danise Mok, Tiana Osborne, Claire Park, Amber Pham, Preet Kaur, and Preet Kaur Sabharwal.

k. Attendance

Taking into account pre-registration and on-site registration, **overall attendance was 318 guests (including 15 family members)**. This number was about 5% higher than last year's attendance (which was 185); this was the most attended conference in recent years. The total guest count based on online registration was:

86 AAPA Professional members and non-members (9 on-site registrations)
101 AAPA student members and non-AAPA students (9 on-site registrations)
15 family guests (2 on-site registrations)

Based on pre-registered online numbers, **banquet ticket purchases were 135**. The number of banquet attendees was capped at 135. At the time online registration closed, we knew we had the following guests booked: 88 Professionals + 34 AAPA students

l. Budget and Revenue

The convention co-chairs are not given an actual budget to plan. Instead, estimates from prior conventions are used to make determinations about how much things should cost. At the close of the convention, it seemed we had a surplus of **\$5224**, or about \$36 per guest. Factors contributing to this year's surplus were as follows: low cost of venue (\$1500 donated to the Peggy Lore Scholarship), higher attendance, registration prices kept similar to previous years, no additional cost of transportation to the banquet venue.

SUMMARY

Total Revenue	\$54,987
Total Expenses	\$51,396
Surplus/Loss	\$3,590
Surplus/Loss per Attendee	\$14
Attending	318
Paying (Attending minus complimentary registrations)	257

REVENUE**Early Bird Registration**

professional member (93 attendees, 30%)	\$14,880.00
professional non-member (16 attendees, 5%)	\$2,960.00
student member (101 attendees, 32%)	\$7,070.00
student non-member (13 attendees, 4%)	\$1,105.00
Retiree (6 attendees, 2%)	\$420
family members (20 attendees, 6%)	\$382

After Early Bird Registration

professional member (14 attendees, 4%)	\$2,590.00
professional non-member (2 attendees)	\$420.00
student member (22 attendees, 7%)	\$1,980.00
student non-member (19 attendees, 6%)	\$1,995.00
Retiree (1 attendee)	\$90

On-site Registration

professional member (2 attendees)	\$390.00
professional non-member (1 attendee)	\$220.00
student member (5 attendees)	\$500.00
student non-member (3 attendees)	\$345.00
family member (3 attendees)	\$45

OPTIONAL

Friday social dinner (105 attendees)	\$3,675.00
--------------------------------------	------------

Saturday banquet (181 total attendees)	
Saturday banquet professional member (66 attendees)	\$3,630.00
Saturday banquet professional non-member (8 attendees)	\$520.00
Saturday banquet student member (76 attendees)	\$2,660.00
Saturday banquet student non-member (15 attendees)	\$1,186.00
Saturday banquet family member (14 attendees)	\$630
Saturday banquet retiree (2 attendees)	\$70
Registration Total	\$47,763
College of Liberal Arts donation	\$2,000.00
Startup revenue from Denver 2016	\$5,224.00
Total Revenue	\$54,987.00

EXPENSES

Committee and Speaker Costs

Planning committee complimentary registration (8 professionals)	\$1,280.00
Planning committee complimentary registration (13 students)	\$910.00
Student volunteer complimentary registration (40 students)	\$2,800.00
Planning committee complimentary banquet (8 professionals)	\$440.00
Planning committee complimentary banquet (13 students)	\$455.00
Student volunteer complimentary banquet (40 students)	\$1,400.00
Planning committee complimentary social dinner (8 professionals)	\$280.00
Planning committee complimentary social dinner (13 students)	\$455.00
Keynote honoraria	\$0.00
Keynote travel/lodging	\$0.00
Total Committee and Speaker Costs	\$8,020.00

On-Site Expenses

Lucky Dragon Cocktail Hour (Friday)	\$3,193.00
Lucky Dragon Bao and Tea (Sunday)	\$1,916.03

Lucky Dragon Friday Night	\$2,975.00
Lucky Dragon Saturday Night	\$6,750.00
Lucky Dragon Friday Night tax and tip	\$780.94
Lucky Dragon Saturday Night tax and tip	\$1,771.88
Greenspun Hall	\$1,975.00
Shuttle Service	\$1,500
Convention App	\$899
Karaoke	\$1,300
Banquet DJ	\$650
Total on-site Expenses	\$23,711
Food & Beverage/Events (includes gratuities)	
Coffee, breakfast, and snacks (\$20 per attendee, both days)	\$5,152.00
Boxed lunch (\$11 per attendee, Friday)	\$2,624.00
Pizza	\$959.00
Food & Beverage/Events Total	\$8,734.00
Miscellaneous	
Convention Bags	\$1,852.00
Poster Award	\$400.00
Poster Boards (recycle from last year)	\$00.00
Shipping Cost (to next conference site)	\$500.00
Badges	\$210.00
CE application fee (Alliant)	\$760
CE presenters	\$200.00
Committee Hotel Rooms	\$1,040.00
Easel rental	\$167
Committee Gifts	\$500.00
Geofilters	\$70
Program printing	\$804
Banquet program printing	\$264

Event Brite fees	\$2,068	
Miscellaneous Total	\$8,834.00	
Sub Total Expenses	\$49,299.00	
Contingency Fund	\$1,479.00	
TOTAL EXPENSES	\$50,778.00	

AAPA 2017 Convention Registration Report

William Tsai & Ming-Che Tu

Important Registration Dates

- Launch Registration: July 29th, 2017
- Early Registration Closed: September 1st, 2017
- Late Registration Closed: September 22nd, 2017
- Convention Date: October 6th – 8th, 2017

2016 Registration Totals (Compared to 2015 & 2016 Registration Totals)

	2015	2016	2017	% Change from 2016
Total Conference Registrants	195	205	321	+56.58%
Early Conference Registration	171	169	243	+43.79%
Late Conference Registration	14	16	63	+293.75%
On-Site Conference Registration	10 (4 students, 4 professionals, 2 guests)	20 (9 professionals, 2 guests, 9 students)	15 (4 professionals, 3 guests, 8 students)	-25%
Total Professionals (conference/banquet)	75/48	86/88	134/75	+55.81% / -14.77
Total Students (conference/banquet)	100/48	101/34	162/90	+60.40% / +164.71%
Total Family Members	20 (guests)	15 (guests)	23 (guests)	+53.33%
Total Members	161	175	235	+34.29%
Lunch	118	115	Free Lunch	NA
Mentor-Mentee Reception (Yes or Unsure)	103 (yes)	93 (yes)	Data available from Mentor-Mentee committee	NA

Banquet	120-122	135	181	+34.07%
CEUs		3 (onsite only)	3 (onsite only)	

Trends and Analysis

Attendance increased across most areas, especially in total registration (+56.58%). Most registrants (75.70%) continue to use early bird registration and there was a slight increase in number of AAPA members registered compared to the number from 2016 (+34.29%). There continued to be the option for family members/guests of AAPA participants to register for a discounted rate. Interestingly, there was a significant increase in the number of students who attended the banquet compared to previous years (+164.71%).

Online Registration Service

Eventbrite continued to be a successful platform for the AAPA Convention registration. We utilized one Eventbrite link for both members and non-members to register for the conference. In previous years, we had created two separate portals (i.e., one for members and another for non-members). Given that no issues related to this change emerged, it will be good to continue this practice moving forward. As with the previous years, the AAPA Paypal account and Eventbrite system allowed for pre-registration purchases for members and non-members, refunds, on-site registration using credit cards, and book sale purchases using credit cards. The Registration co-chairs tracked purchases and registration numbers on a weekly basis while the online registration portal was open.

The "Discount Code" option was helpful for special guests receiving a complimentary discount/ticket. We strongly encourage the discount code option for next year, having special guests self-register through EventBrite and apply the discount code when registering, in order to reduce workload, avoid confusion, assist in keeping better track of attendees, and collect helpful information (e.g., are they bringing guests, do they want a veg option, etc.). The discount code option was also utilized to register volunteers for their complimentary registration. However, some problems arose as some volunteers registered for convention without the use of the codes, and needed to be refunded prior to re-registering. Moreover, multiple volunteers (approximately 5) did not register for the convention during early bird registration, and therefore had to register onsite. We recommend to continue requiring volunteers and committee members to register during early bird registration to ensure that all compensated/discounted registration purchases are accounted for. We recommend having separate discount codes for volunteers and committee members for future conventions. Eventbrite's discount system does not allow both percentage and numerical discounts, which required two separate discount codes to be created for the convention committee (one for registration and one for banquet).

It is recommended that an additional question asking whether registrants are first-time attendees will be helpful to track this data. In previous years, this has been determined by the number of "first-time attendee" ribbons that have been used, but we did not keep track of the ribbons this year.

Disadvantages of EventBrite continue to be (1) the fees charged (3.5% + \$0.30) per ticket plus the PayPal costs; (2) some of the rigidity of the platform (e.g., not being able to insert headers to separate the different programs). We continued to use on-site laptops to register participants and accept credit card transactions.

The Registration Co-Chairs maintained open communication with the Banquet Co-Chairs, Volunteer Co-Chairs and Mentor-Mentee Co-Chairs leading up to the convention. It is recommended that lists of volunteers, banquet attendees, and registrants for the Mentor-Mentee reception continue to be cross-checked among the committees to ensure that a solid and final list is ready for the day of the convention to check off individuals attending from each list. As there was a significantly longer wait list for this year's banquet in comparison to the previous years, it is also recommended that the Registration and Banquet co-chairs communicate closely with each other to ensure that both committees are well-aware of any issues that need to be addressed in relation to the banquet on the day of the convention.

Badges

This year, we continued to use the Avery Design & Print program that was provided with the name badges purchased. This program was easy to use and allowed for easy printing of the name badges. We had to purchase new badges this year, purchasing 200 to ensure that we have enough for this year's convention and for on-site registrants. We continued to use name badges that could be attached onto lanyards. Additional badges were also created for guests who registered on-site.

- Stickers were used on the front of the badge to indicate conference registration (red star), lunch options (blue, yellow, red, or green), and banquet purchases (blue star). Additionally, we combined the “speaker” and “presenter” badges into just “presenter” badges for all individuals presenting (poster presenters, key note speakers, symposium speakers, etc.) to reduce confusion among the different types of presenters. Badges were inserted and alphabetized ahead of time in order to save time on the day of the convention. Strings were not attached to the badges for ease of transportation. For name badges, title/position and location were typed on the badge. Preferred gender pronouns were also added onto the badge.

General Comments and Suggestions

- An hour is needed to get the registration table fully set-up on the day of the convention in order to accommodate the early rush of registration, setting up the laptops, obtaining internet access, getting EventBrite loaded, and training volunteers.
- Alphabetizing the registration and banquet list attendees will help to speed the process of looking up attendees.
- It would be helpful for future conventions for the registration and banquet committees to work more closely together or to communicate more closely about the banquet attendance and waitlist, so that both committees are aware of any issues that need to be addressed on the convention. It would also be helpful for one of the registration co-chairs to be present early at the banquet with the banquet co-chairs and volunteers to be accessible if any questions are asked or any issues need to be addressed (the banquet co-chair suggested this for next year).
- It would also be helpful to make sure that there are registration volunteers in shifts throughout the day (until 5:00 PM), in the event that the registration co-chairs are both presenting at sessions (for example, both the co-chairs had posters this year so a volunteer was needed to watch the registration table during the poster session).
- It was very helpful to have volunteers arrive an hour before the convention to explain the registration process to them; additionally, they were very helpful in setting up the registration tables with the Registration co-chairs. In the future, Registration and Volunteer co-chairs should continue communication before the convention, and having a list of instructions for on-site registration ready beforehand may be helpful for volunteers (since volunteers come in different shifts). We would recommend continuing to have 6-7 volunteers for the first shift of registration since morning hours tend to have the most traffic. Registration slowed down throughout the latter course of the day.
- Having the internet username/password readily available for use at the convention site made internet access easier this year.
- It is recommended that the registration co-chairs continue having a form ready and pre-made before the convention to account for all cash purchases on-site (on-site registration, banquet ticket, lunch purchases). Writing down each cash purchase made it easier to check actual registration numbers at the end of the convention, since Eventbrite reports only account for online purchases and not those paid with cash.
- It was helpful to have volunteers just for on-site registration to ensure that at least one volunteer knows all of the pricing options for on-site purchases (and is in charge of the cash box), and the other can help participants navigate the registration process on the laptop. This year, the registration co-chairs primarily facilitated onsite registration. For future conventions, it would be helpful to have at least 1-2 volunteers familiar with the online on-site registration process (there was 1 volunteer who assisted with onsite registration later in the day).
- It is recommended that 2 laptops are made available for onsite purchases in order to speed up the process and prevent long lines of attendees waiting to make their purchase. If possible, using tablets for on-site registration (and book sales) may be helpful for ease and speed with online registering next year.
- Having multiple copies of a list of all registrants who purchased banquet tickets was helpful this year, and it is recommended to continue having this list in the future so that the banquet committee co-chairs also have a copy of the list at the actual banquet.
- Like the previous year, volunteers received free registration and lunches. It was helpful having all discount codes available during early bird registration so that registration co-chairs could ensure enough discount codes were available on Eventbrite.

- As there were lunch boxes available for purchase this year, it was helpful to ensure that all attendees had color stickers on their badges to ensure that duplicate lunches were not being taken and that there were enough options available for onsite purchases.
- It would also be helpful for the Registration co-chairs to have a list of the volunteers registered for the convention, in the event of any onsite purchases needing to be made or other related issues. This would also help Registration co-chairs organize shifts, especially for two-day conventions, and to ensure that all volunteers are accounted for throughout and convention.
- For on-site registration, we disabled the surveys on the second page of the registration portal (e.g. Mentor-Mentee information, lunch sessions, etc.) to allow for faster processing of information.
- It was helpful this year to have dedicated personnel to direct registrants to pick their correct lunch options they ordered during registration as to ensure there were enough lunch orders.
- We would recommend continuing to encourage early bird registration across the different AAPA listservs and APA divisions. We would also recommend more social media activity and reaching out to other APA divisions/AAPA subdivisions more often to increase publicity and participation for the convention. Some divisions include: Division 35 Section 5 (Asian Pacific American Women), Division 45, Division 17 International Section, Division 12 Section 6 (Ethnic Minorities), and all the AAPA subdivisions (DoS, DoSAA, Division on Women, Division on Practice, Division on Asian Americans of Mixed Heritage, DoFP, and Division on LGBTQ).
- It is recommended that a quick inventory of all registration supplies is conducted BEFORE *and* AFTER the convention, so that we know how many supplies were used and are needed throughout the convention.
- Keeping in constant contact with Gloria and Nic was helpful so that any issues that needed to be addressed on the days of the convention (e.g. number of available slots at the social dinner and the banquet) were discussed beforehand. They were also very responsive and supportive throughout, and we appreciate all their investment and time into putting together this convention!

2017 AAPA Post-Convention Report
Program Committee
Co-Chairs: Ya-Shu Liang & Annabelle Lin Atkin

I. Overview of activities

- a. Coordinate with session and poster committees regarding accepted submissions for the program.
- b. Coordinate with registration, book sale, and mentor–mentee committees to obtain information for the program.
- c. Coordinate with the Volunteer committee to arrange for workshop sign-in /out
- d. Complete first draft of the Convention Program.
- e. Recruit proposal reviewers
- f. Complete session proposals to obtain approval for CE credits for four workshops
- g. Communicate with presenters of CE workshops to obtain session information

II. New tasks/assignments

- a. Used Alliant University's CE department, instead of a CE agency close to the convention site
- b. Identified four potential CE sessions based on ratings and in consultation with the convention co-chairs
- c. Identified two reviewers for all four CE proposals

III. New ideas/innovations

- a. Perhaps establish a relationship between AAPA and Alliant University through the Alliant's partnership development department (Alliant might be able to waive the CE fee in exchange for advertisement in the AAPA program). Another benefit of using Alliant's CE department is that they will send out CE certificates via email.

IV. Challenges faced

- a. Scheduling of sessions was difficult because presenters were involved in up to four different presentations, often with co-presenters who also had multiple presentations.
- b. Presenters requested scheduling changes up until the week of the convention, and each change usually required that multiple sessions be rescheduled.
- c. The program draft process was inefficient due to too much back and forth.
- d. Communication between committees was also inefficient, with the Posters, Sessions, and Program committees and the convention co-chairs all involved in constant email chains.
- e. Two invited groups of presenters initially declined to be considered as CE sessions due to (a) cumbersome CE paperwork and (b) wanting their interactive sessions to be more interactive than what CE sessions usually allow.

V. Cost of purchases

- a. \$20 per CE certificate x 38 attendees = \$760

VI. Suggestions for improving next year

- a. Presenters should be limited to two presentations.
- b. The timeline for draft deadlines should be created ahead of time, and questions and comments should be made in each draft to reduce the flow of emails.
- c. Committee heads should communicate with each other and then convey relevant information to committee members, only including convention co-chairs when necessary. Perhaps committee heads

could send weekly reports to convention co-chairs or have weekly phone check-ins to give progress reports and ask questions.

- d. Potential CE presenters should be identified by their research and teaching experience on given topics to attract better attendance and for easier approval for CE units.

VII. Appendices

- a. CE sponsorship application

AAPA 2017 Convention
Las Vegas, Nevada

Sessions Report

Sessions Co-Chairs: Huijun Li, Ph.D., Frances Shen, Ph.D.

Interactive Sessions submitted	18	Interactive Sessions Accepted	18
Symposia Submitted	15	Symposium Accepted	15
Difficult Dialogue Submitted	12	Difficult Dialogue Accepted	12

Rating System

The Sessions Committee revised the rating system, creating different rating criteria for symposia and interactive sessions. 5-point scales were used, with all criteria equally weighted. Reviewers rated along the following rating systems:

- Choice of Topic
- Membership Appeal
- Contribution to the Field
- Relationship to the Convention Theme
- Innovation and Creativity
- Strategy for involving audience in the discussion and/or making the session interactive (interactive only)
- Conceptual/Theoretical Framework (symposium only)
- Mode of Inquiry/Method (symposium only)
- Interpretation of Results/Theory Application (symposium only)

Reviewers also provided a response on their overall impression of the proposals' acceptability using the following items: definitely accept, accept with changes, or reject. Reviewers were also required to provide qualitative comments and constructive feedback on the proposals.

Summary of Process

Session co-chairs helped to draft the call for proposals and call for reviewers. Session co-chairs also drafted revised rating criteria and finalized rating systems with feedback from the conference chairs, other committee members, and the AAPA president and vice president. Session co-chairs also chose several divisions to invite for an invited session (in future years, we plan to rotate divisions to present at an invited session). One session co-chair also revised the email message sent to reviewers ahead of the review process.

One session co-chair assigned session proposals for review. Specifically, if it was indicated, we tried to assign proposals based on reviewers' areas of expertise and who has not been assigned to review poster sessions. Each proposal was blindly reviewed by two reviewers.

Please list any new ideas or innovations you tried to implement (including ones that you considered that we did not implement).

We added Difficult Dialogues. In addition, clinicians were encouraged to submit proposals. We modified the language in call for proposals to be more inclusive of potential participants

What are the challenges your committee faced this year?

Review portal that did not work.

Costs of purchases (e.g., leis, office supplies)?

- None

Suggestions for improving next year?

- Continue using clear outline of responsibilities that delineates separate responsibilities of poster, program, and sessions co-chairs. There is much overlap between the Poster and Session committees; perhaps future committees can combine efforts in a more systematic way.
- More clear differentiation between poster and session committees. More coordination between poster and sessions.
- Should balance the number of poster and sessions to reviewers, avoid assigning too many or too few proposals to one reviewer or assigning more poster (or session) proposals to a reviewer.
- Continue to follow a timeline of deadlines including submission of proposals, completion of reviews, notification of acceptance/rejection, reviewer reminders to submit reviews, presenter notifications to attend, etc.
- Make sure program co-chairs, session co-chairs, and poster co-chairs have access to this document.
- Continue to inform session co-chairs before the rank-ordering process of how many slots are available for each presentation type (interactive session, difficult dialogue, and symposia)
- Continue to use google drive or some other similar program to work with poster co-chairs on assigning reviewers to proposals and tracking confirmation of acceptances
- Continue using average scores to decide acceptance/rejections. If there is a tie or need for clarification, then use subjective ratings (definitely accept, accept as poster, reject) to help in deciding who to accept/reject. Making decisions with the Convention Co-chairs, session co-chairs (and poster co-chairs) was particularly helpful so that everyone was on the same page.
- The proposals in the submission portal will be in alphabetical order to make it easier to locate the proposal title when assigning it to reviewers.
- Make Review portal work and user friendly.

Poster Committee Report
AAPA 2017 Convention
Co-Chairs: Sunny Ho, Iris Miao, and Minji Yang

A. OVERVIEW

1. Statistics on Proposal Submissions and Acceptances

- a. Poster submissions: 73
- b. Acceptances (from poster proposals): 73
- c. Rejections: 0
- d. Additional posters (converted from sessions proposals): 0
- e. Total # of poster authors who agreed to attend the convention: 70
- f. No-Shows/Missing Posters (due to weather, other reasons): 3

2. Recruitment and Number of Poster Judges

- a. Call for volunteers for poster judges posted on AAPA Listserv: 8/22/2017
- b. As of 9/11/17, we had 8 qualifying individuals who responded to the recruitment email. They are all practicing psychologists and faculty members in relevant research and clinical practice areas.
- c. Total number of judges: 8 total

3. Poster Judging Process

- a. Each judge was assigned to independently evaluate 9 posters in total over the span of two days (both Friday and Saturday poster sessions), with the exception of one judge evaluating 10 posters. Possible conflicts of interest were taken into account when assigning posters to the judges. Posters were randomly assigned to judges.
- b. Each poster was initially assigned to 2 judges.
- c. Judges packets were emailed to volunteers: 10/05/2017.
 - i. Judge's welcome letter with detailed description of the judging process.
 - ii. Attached document: Assigned poster information (title, abstract, & summary) and Poster Evaluation Sheet.
- d. The welcome letter and poster evaluation sheets were printed and provided to each judge on the day of the Convention as s/he arrived onsite.
 - i. Welcome letter and information to judges – personalized, information varying by timetable of session assigned and by poster assignments (see attachment to this report).
 - ii. Number, titles, and first-authors of the posters.
 - iii. Poster Evaluation forms (1 for each poster) (see attachment to this report).
- e. Judges were highly encouraged to begin their evaluations prior to the poster session, and the majority of the judges took advantage of this opportunity.
- f. ***Time Table***
 - i. PHASE 1: Independent evaluation of assigned posters was conducted (90 minutes on Friday & 75 minutes on Saturday). Judges were asked to select their top poster.
 - ii. PHASE 2: Judges convened in a designated room (in Greenspun Hall) to deliberate/discuss top posters (20 minutes). Judges selected top 2-3 overall finalists in each category.
 - iii. PHASE 3: Judges returned to the floor to re-evaluate poster finalists and decided on one winner for each category (4 categories) (20 minutes).
- g. As a group, judges discussed among themselves how they would narrow down to a short list of final candidate winning posters. Final results were given to Convention Chair, Gloria Wong, Ph.D., directly.
- h. Delays and Challenges:

- i. One of the poster judges was only available to judge on Friday and another poster judge was only available to judge on Saturday. Therefore, they were assigned to evaluate 9 posters on the day they were available.
- ii. Convention Chairs and other convention planning committee members were able to help the poster co-chair throughout the day and the entire process, e.g. setting up the venue, pulling down the tri-folds, and this was done efficiently.
- iii. The process of setting up tri-folds in the outdoor area of the Greenspun Hall was a bit challenging as the tri-folds were constantly being blown over by the wind.

4. Poster Trifold Boards

- a. Poster trifold boards were provided by the Planning Committee, which helped the poster committee and presenters tremendously!
- b. Trifold boards were purchased by Convention Co-Chair Gloria online, and were mailed to the University of Nevada – Las Vegas prior to the Convention. Gloria then kept them in the storage at the convention venue.
- c. Mounting supplies included small clips and push pins were retained from last year and some more clips were purchased by the Registration Committee.
- d. The trifold boards all remained in good quality. They were brought back by Gloria and reused. Small clips and push pins were put back to a Ziploc bag for reusing at the convention next year.
- e. Emails were sent to all poster presenters informing them about tri-fold dimension, poster details including poster template, and instructions to mount the posters onto the trifold boards: 8/16/2017.

5. Recruitment of Proposal Reviewers and Selection of Posters

- a. Call for all proposal reviewers coordinated by Session Committee Members and proposal review reminders were sent by Poster Committee Members
- b. The poster committee received a significant number of requests (compared to prior years) from prospective authors requesting details about the proposal content. It may worth entertaining that idea that future CFPs include a brief description of what is expected in program submissions or refer prospective authors to an on-line information page about preparing proposals for conference submissions.
- c. Poster Committee Co-chairs worked together to assign each poster proposal to 2 independent reviewers, which always included at least one doctoral-level reviewer (i.e., student reviewers were always paired with professional-level reviewer). Efforts were made to assign reviewers to posters based on professional interests and expertise.
- d. Poster Committee noted a significant need for more reviewers with expertise in measurement/quantitative study, health psychology, and child/adolescent school –age populations. Also, it would be helpful for reviewers to provide updated information about their interests and specific areas of expertise (i.e., broad descriptions of AA mental health are not very helpful)
- e. Reviewers were given deadline to submit reviews by proposal reviewers: Friday June 30th 11:59 PST
- f. Sum of scores from each reviewer was calculated for each poster and averaged over two reviewers.
- g. Several emails were sent to the reviewers (prior and after) reminding them of the deadline for completing poster reviews.

- h. Selection of top proposals was based solely on average reviewer score, as there were discrepant recommendations across the two reviewers for some posters.
- i. Email sent to authors informing them of acceptance: 7/6/2017. All posters were accepted this year because we have two poster sessions on Friday and Saturday during the convention.
- j. Authors of accepted proposals were asked to inform poster committee about their decision by 7/31/2017 5pm PST. A number of reminder emails were sent to authors who did not respond by this date.

A. NEWLY IMPLEMENTED TASKS

1. Feedback to Proposal Authors

- a Consistent with last year, written feedback as well as numeric ratings were required from reviewers. A very small number of reviewers did not provide written comments for a couple of poster proposals. Follow-ups in the future may be necessary to ensure uniform feedback to proposers.
- b The written feedback was provided to the first author for each poster proposal. There were no inquiries or concerns about the reviews from poster authors; some authors indicated that they appreciate the narrative feedback.

2. Survey and Thank You note

- a Survey and Thank You note (attached with an AAPA letterhead in the email) were developed and sent out to proposal reviewers on 7/11/2017. (see attachment to this report)

B. COSTS

1. MATERIALS

- a Tri-folds, easels, and binder clips; poster co-chairs were not in-charge of purchasing the tri-folds, easels, and clips this year. Some of the easels were borrowed from the student services department at the University of Nevada – Las Vegas and the rest of them were purchased by Gloria.

BOOK SALE COMMITTEE REPORT
AAPA 2017 Convention
Co-Chairs: Kayi Hui, Ankita Krishnan, & Taylor Lott

I. Statistics

	2014	2015	2016	2017
# of Books Donated	100 + 1 DVD	172 + 5 DVDs	311 (116 titles)	274 + 5 DVD (119 titles)
# of Publishers & Authors Contacted	119	112	127	155
# of Publishers / Authors Donated	29	35	91	63
# of Books / DVDs Sold	71 + 1 DVD	146	183	175 + 2 DVD (5 books donated for disaster relief)
# of Books / DVDs Leftover	29	31	128	94 + 3 DVD
TOTAL SALES	\$939.13	\$1513.00	\$1451.50	\$1900

II. Overview of Timeline and Planning Activities

3.5 months before Convention	1. Started creating a new Excel spreadsheet for new books. Copy template materials from 2016 to 2017 folder for use / reference.
	2. Determined a third book drive co-chair would be helpful to assist in the logistics of receiving and organizing book donation
	3. Counted number and titles of leftover books from last year
	4. Devised plan for finding some new titles (~25-50 per co-chair)
	5. Collected new titles and contact information to publishers to excel spreadsheet
	6. Sent email to AAPA listserv asking if anyone has title recommendations (see email templates in 2016 Archive)
	7. Set deadline for gathering new titles for new book list. Need to create ample time for receiving books.
2 months before Convention	1. Sent out solicitation emails to publishers (set deadline for next

	month)
	2. Confirmed number of volunteers with AAPA Planning Committee. Estimated two volunteers per shift.
	3. Sent another round to publishers about two weeks after first round of solicit emails.
	4. Confirmed with Nellie about payment method, cash box, and Square card reader
	5. Confirm with Programming Committee if they need 1) list of book drive sponsors, 2) other book drive info for convention
	7. Ask Sessions Committee to include a Powerpoint slide to be sent to all presenters to promote the Book Drive
1 month before Convention	1. Confirmed with AAPA treasurer about start-up cash and Square chip reader
	2. Email powerpoint Book Drive reminder slide to Sessions Committee
	3. Sent a copy of Book Drive Announcement to program planning committee
	6. Set this time frame as ABSOLUTELY deadline for sending book donations
	7. Determine adjust prices of books
	8. Draft newsletter to promote book sale (see 2016 templates)
2 weeks before Convention	1. Determined where to store and display books once at the convention
	2. Confirmed number and titles of donated books
	3. Confirmed how much start-up cash will be provided
	4. Confirmed sales schedule (original price, discounts, coupons, etc.)
	5. Started to create final list of books w/calculated prices
	6. Created packing list (book inventory/transaction sheets, volunteer instructions, book sale signs, pens, markers, sticky notes, laptops, etc.)
	7. Start drafting Book Drive Schedule based on Convention schedule

1 week and days before Convention	1. Confirmed book inventory sheet and pricing
	2. Created instruction sheet and divide tasks for volunteers
	3. Went over logistics of the book sale and packing list
	4. Asked social media chairs to promote Book Drive.
	5. Sent out emails to AAPA list-serv reminding people to make room in bags for books!
	6. Tried doing a run through of book sale using Square payment system

The above timeline worked well for the co-chairs this year. Additionally, having one co-chair from Las Vegas where the convention took place was also helpful. Over 270 books (119 titles, with titles often coming in multiple copies) were collected. Multiple copies of recently published titles, ranging in genres from fiction, self-help, and Asian American studies were donated. Book publishers and authors expressed interest in promoting titles through our convention, especially titles that were recently published and potentially appealing to conference attendees. This year's book sale have generated \$1900, the highest in recent history.

III. New Tasks or Innovations

- Consistent with the Convention theme, we deliberately looked for multicultural psychology and social justice related books as well as recent publications by AAPI-identified authors. These books tend to be popular among our convention attendees and were sold out within the first few hours of the book sale.
- Phone and Google Hangout meetings were scheduled throughout the planning period, in addition to frequent and helpful email communication
- We set up the book drive in L-Shape, and designated one end of table as Check Out Station. We displayed books similar to Barnes and Noble, which highlights different genres and most recent publication. We also put up signs which tells them the price range of the books, e.g., books under \$10.
- The Square payment system was very helpful in addition to tradition payment method (e.g., cash, check). Even though one of the Square readers stopped working at the end of the first day so we only had one the next day, but this was still a big help for us.
- The addition of 50% coupons to people as a new innovative way to increase incentive for participating in the book drive. This seemed to work well as it created more conversations among attendees - people were asking others where they got the coupons from, people asked us at the drive where they can get coupons, so it seems like it helped with increasing the awareness of the book drive!

V. Challenges Faced and Suggestions for Next Year

- Table space was a bit limited, so books had to be selectively displayed on the table.

- As with previous years, it is difficult to incentivize attendees to purchase books when prices are higher. Due to a large amount of books, our marketing strategy was to have flash sales near the end of the day and give away 50% off coupons throughout the day. While helpful, we still ended up with more than 100 books leftover. In the future, the co-chairs of the Book Drive may need to be more strategic in determining the price of the books. One suggestion for next year would be to not give out the coupons too early - depending on how long the convention is next year, the coupons should probably be given out during lunch time rather than in the morning. Delaying the release may be helpful also to ensure that we generate sales. Co-chairs can also be more selective in soliciting book donations that are closely match with attendees interests and next year's Convention theme.
- There was some confusion about which volunteers were assigned to our book drive at what times. There were certain time shifts where traffic is really low and so having 2 volunteers didn't give them much to do. However, there were times we may need more volunteers (e.g., set-up early in the morning, lunch hour, and breaks in between sessions, clean-up at the end of the day)
- In order to generate more sales, we may need to have more promotions for the book sale. Some attendees have asked us if we sold books written by presenters of some of the symposium. We may need to send out emails via AAPA list-serv or directly approach the presenters if they would like their past or recently published books to be featured at the booksale. For example, we could host a book signing or having a brief "meet the author" opportunity during lunch hours. Authors can share their own flyers/notices to us to have at the book sale if they would like.

Report for the Mentor/Mentee Social Dinner for AAPA Convention 2017, Las Vegas
Prepared by Wells Ling M.S. & Justine Fan, M.S.
December 21, 2017

This year the Mentor/Mentee committee had two primary goals: first, create more intimate mentor and mentee groupings and second, encourage long-term relationships that continued after the conference. To achieve this, the committee planned two events over the three-day conference. The first event was a karaoke social dinner held on Friday. The goal of this dinner was to introduce mentors and mentees in a comfortable laid-back setting. Pre-dinner registered participants were matched into groups of nine (two mentors and seven mentees), based on overlapping interests. As a second event, convention participants were invited to meet with their mentors/mentees, seek out mentors they had not met the previous night, and meet other participating mentees at a designated Mentor/Mentee reception area to continue the conversation. A worksheet (see attachment) was provided to facilitate discussion and provide a template for continuing the relationship. Feedback surveys were also available at the Mentor/Mentee reception area.

- Pre-conference registration netted 21 mentors and 49 mentees. Out of the 49 registered mentees, 34 identified as clinicians.
- Among the mentees, the topics they were most interested in talking about were social justice and advocacy issues (n = 29), leadership development (28), writing/publishing (22), work/family balance (18), applying for internship (19), and managing graduate school (17).
- 3 mentees and 2 mentors completed the post-event feedback form.
- In response to both the social dinner as well as the program overall, mentees were “satisfied” while mentors were either “Very dissatisfied” or were neither satisfied nor dissatisfied.
- In regard to this year’s new format, two responders indicated that they preferred the new format (compared to the old format) while the remaining responses had no preference.
- Responses to the forms open-ended questions primarily focused being better organized and have a larger meeting space for next year’s event. Some individuals also had concerns that they did not feel matched in terms of topic of interest and felt they did not receive the support they sought.
- Issues with organization and mentor/mentee groups was likely due to the unexpected number of individuals attending the social dinner. While 90 participants pre-registered for the mentor/mentee event, the committee approximates that 125 individuals attended. This overflow is likely due to miscommunications between several different parties (i.e., leadership institute, volunteers, and executive committee).
- Despite several attempts to advertise Saturday’s mentor/mentee reception area. No mentors or mentees utilized this opportunity. It may be beneficial to better advertise the reception area as well as its purpose.

Mentors (contact info):

Mentees (contact info):

1. What do you want the most mentorship on (e.g. work/life balance, publishing, setting up private practice, professional development, applying to grad school, social justice, tips for networking, etc.)?
2. What is a realistic goal(s) in the next year based on your response to previous question (e.g., publishing a manuscript, successfully applying graduate school or internship, develop a plan to get involved with a cause you are passionate about, make 5 professionals contacts, etc.)?
3. How can your mentor best help you achieve this goal(s)?
4. In order to help achieve this goal, I am willing to make this commitment (e.g., answer emails, webcam/phone-call once month, meet up at conferences, etc.): _____
5. What other questions do you have in general?

BANQUET COMMITTEE REPORT

AAPA 2017 Convention

Co-Chairs: Jennifer Hsia & Jenny Tran

Overview

Initial feedback from attendees and our own observations suggest that the Banquet was received positively overall. There were 150 total attendees, with 157 tickets reserved prior to the day of the Convention through the Eventbrite site. The revenue totaled \$[insert dollar amount]. The total cost of the Banquet was \$[insert dollar amount], with a net **gain/loss** of \$[insert dollar amount].

This year's Banquet was held at Lucky Dragon Hotel and Casino in Las Vegas, NV. Facility charge was \$[insert dollar amount], labor was \$[insert dollar amount], and gratuities (X% of \$[insert dollar amount]) was \$[insert dollar amount].

Major Tasks/Assignments

- Venue:
 - Held at the Lucky Dragon Hotel and Casino in Las Vegas, NV, which was the conference hotel. The Convention Co-Chairs negotiated with [insert contact person] and their staff to coordinate the menu and reservation. The convenience of the location and the size of the venue were the driving factors, in addition to having the entire venue reserved for the AAPA banquet.
- Food
 - Chinese banquet style meal (family-sized portions served to tables) with vegetarian options and cash bar
- Entertainment/DJ
 - There was a DJ provided for this Banquet.
- Transportation
 - There was no organized transportation provided for the event. The venue was located at the conference hotel.
- Ticket sales, distribution, and collection:
 - Banquet tickets were initially sold via Eventbrite, which was managed by the registration committee. At the end of online registration, 157 tickets were sold/reserved through the Eventbrite registration site. X tickets were reserved for invited guests.

Challenges

- The venue had initially assured that they had the capacity to have 200 attendees. Once we arrived on-site, the manager informed us that the maximum was 150 and that there was no way to allow more than 150 individuals into the venue until after food service was complete.
- Because we were at capacity, some conference volunteers and committee members had to give up their seats so that we did not exceed maximum capacity.
- The vegetarian options were limited or were not fully vegetarian as described during the initial review of the available dinner options
- Some volunteers failed to add the banquet to their registration cart and thus were not accounted for in the banquet attendee list.

Costs

Expenses

- Venue: \$[insert dollar amount]
- Food: \$##/per person (\$[insert dollar amount]) + X%tax (\$[insert dollar amount]) + X% gratuities (\$[insert dollar amount]) + Labour \$[insert dollar amount]
- **TOTAL EXPENSES: approx. \$[insert dollar amount]**

Revenue

- Ticket sales: \$[insert dollar amount]

Net gain/loss: \$[insert dollar amount]

MEDIA COMMITTEE REPORT AAPA 2017

Convention Co-Chairs: Natasha M. Yamane & Gary Kwok

I. Overview of activities

- a. Social media advertisements
- b. Flyers
- c. Publicity outreach
- d. Convention app
- e. Conference volunteers

II. Social media advertisements

- a. Facebook page for the 2017 convention
- b. Twitter
 - i. Created account for 2017 convention
 - ii. #AAPA2017
- c. Snapchat
 - i. Geofilters designed by volunteer Courtney Chan
 - ii. Spanned Greenspun Hall and BEH Hall on the UNLV campus
 - iii. Duration: 2 days iv. Cost: \$42.83 total

III. Flyers

- a. See attachments
 - i. Call for proposal
 - ii. Registration
 - iii. CEUs

IV. Publicity outreach

- a. Using online marketing automation platform for call for proposal and registration - Mailchimp
 - i. Gather over 400 emails including past convention attendees, professionals and scholars in allied disciplines

V. Convention app

- a. Cost: \$899.00
- b. Whova's functions include speaker's bios, abstracts, schedule, map of the conference, interactive platform between attendees
- c. We have a 66% download rate which is EXCELLENT given that the average download rate tends to be 30% (see attachment)

VI. Conference volunteers

- a. Volunteers' duties include: posting updates (e.g., logistics, scheduling, and programming) and photos on conference's Facebook page and twitter account
- b. Provide instant feedbacks to media chair and conference chairs

VII. Suggestions for next year

- a. More functionalities (e.g. sign-up forms to join divisions directly within the mobile app)
- b. New ideas?

APPENDIX A

CALL FOR PROPOSALS

INTERACTIVE SESSIONS * DIFFICULT DIALOGUES * SYMPOSIA * POSTERS

Submission EXTENDED Deadline: **May 31st, 2017 at 11:00 p.m. PST**

Submit proposals at <http://forms.apa.org/aapa/>

ASIAN AMERICAN PSYCHOLOGICAL ASSOCIATION 2017 ANNUAL CONVENTION

October 6 – 8, 2017
Las Vegas, Nevada

THEME:

RISE IN SOLIDARITY:

Comradery Through Our Interdisciplinary Efforts, A Call to Action

Within the fiber of Asian American history is our activism and fight against injustice and exclusion. Asian American psychology emerged from the Civil Rights movement, a time when communities across and within racial groups incited change for more equitable treatment. While honoring our rich and complex past and celebrating our triumphs, let's continue to come together in solidarity to push forward inclusive community activism. Our hope is that this year's convention will continue to bring diverse communities together to foster comradery, empower, re-energize, inspire, and ignite action.

The theme, 'Rise in Solidarity' directly builds on last year's theme of going beyond Asian Americanness and examining our own diverse identities. 'Comradery Through Our Interdisciplinary Efforts' encourages members to reach out to different fields with the goal of strengthening practice and research in Asian American psychology. Further, the aftermath of the 2016 election has left many disenfranchised, especially those with multiple, targeted identities. We hope this 'Call to Action' galvanizes AAPA members to heal and mobilize, while protecting those pushed to the margins. This theme also addresses marginalized identities within our own 'borders.' During the closing panel of last year's convention, AAPA members of various AAPI subgroups painfully shared stories about the invisibility of their intersectional identities. By encouraging AAPA members to go beyond just acknowledging diverse identities, we aim to move towards inclusion and celebration of all marginalized identities within our AAPI community. As with every convention, we also emphasize the importance of networking, mentorship, and other professional development experiences, while remembering to HAVE FUN!

We are seeking proposals that draw attention to the experiences of the underrepresented Asian American groups (Southeast Asian, Pacific Islanders, LGBTQ, Multiracial People, and Women etc.), with a focus on those with multiple intersecting identities. In addition, we are interested in submissions that focus on collaborative projects (both nationally and internationally), interdisciplinary scholarship, multicultural perspective, cross-cultural psychology, and other works that further the social justice movement. We encourage submissions from researchers, community leaders and activists, mental health providers, and educators who work with

underrepresented communities. Moreover, we welcome submissions from professionals and scholars in allied fields (e.g., Anthropology, Asian American Studies, Communication, Education, History, Law, Nursing, Political Science, Public Health, Psychiatry, Social Work, and Sociology) with whom we collaborate and whose work informs Asian American Psychology.

Proposals may address, but are not limited to, the following topics within AAPI Psychology:

Research or outreach with underrepresented AAPI groups (Southeast Asian, Pacific Islanders, LGBTQ, Multiracial People, and Women etc.)

- Collaborative and interdisciplinary work examining the diversity of the AAPI community
- Intersections of social identities such as race, gender, and sexual orientation (examining complexities of our different identities, focus on the different experiences)
- Research, outreach and other topics involving the LGBTQ community
- Social reform, public policy, and political action (involvement of Asian Americans in current political movements)
- Social justice and equity
- Immigration, immigration reform, needs and challenges of immigrant communities (examination of different adaptation experiences, process of acculturation, code switching, etc.)
- Racial and ethnic identity development across different racial minority groups
- Similarities and differences of racial discrimination across the different racial/ethnic groups
- Intergroup conflicts; intergroup coalitions
- Mental health and health disparities (research, outreach, programs that focus on access to care)
- Increasing visibility in the education system and clinical and counseling settings
- Colorblind, multicultural, and polycultural perspectives

Who May Submit

AAPA members at all levels of training (professional, graduate level, and undergraduate level), including non-psychologists interested in psychological issues affecting AAPIs are encouraged to submit proposals. Non-AAPA members at all levels may also submit proposals. We particularly encourage submissions from those interested in AAPI psychology who have not previously participated in AAPA conventions. Because strengthening the diversity of our colleagues in other organizations is of particular importance for psychologists of color, we *strongly encourage* submissions from members of other organizations, including but not limited to, the Association of Black Psychologists, Society of Indian Psychologists, and the National Latina/o Psychological Association.

While there is no limit to the total number of submitted proposals per person, individuals can only be the first author of **one** proposal submission. In the event that multiple first author submissions are received from an individual, the committee will review only the first proposal received. Exempted from this rule are presenters who are invited speakers.

- Deadline for all submissions is **May 15th, 2017 at 11:00 p.m. PST**
- Please submit presentations at: <http://forms.apa.org/aapa/>
- All presenters are required to officially register for the convention

Types of Submissions

- *Interactive Sessions*: In a typical 90-minute session, a facilitator introduces the topic and sets up a context for subsequent discussions and interactions among participants. For questions about submitting an interactive session proposal, please contact Sessions Co-Chair Huijun Li at aapa.sessions@gmail.com.

- *Difficult Dialogues*: In this new 90-minute session, a facilitator engages participants in a meaningful dialogue about issues that are difficult to discuss in everyday conversations. Proposal submissions must delineate how facilitators will establish and manage a safe space that promotes respectful expression of opposing views, and provides an environment in which differing perspectives are defended, heard, and considered by participants who hold conflicting cultural values and ideas. For questions about submitting a difficult dialogue session proposal, please contact Sessions Co-Chair Huijun Li at aapa.sessions@gmail.com.
- *Symposia*: In a typical 90-minute symposium, three or four presentations are given around a common theme. An expert discussant may provide feedback. The symposium proposal submission must include one program summary that integrates the multiple presentations within the session. It must also clearly indicate the titles and contents of each presentation within the symposium. A chair for the symposium must be named on the application portal. No individual paper proposals for symposium presentations are accepted. For questions, please contact Sessions Co-Chair Huijun Li at aapa.sessions@gmail.com.
- *Posters*: Posters are displayed to disseminate information on various conceptual and/or empirical reports. During the designated 90-minute poster session, participants are invited to interact with poster presenters. Single research papers should be submitted as posters. For questions, please contact Poster Session Co-Chair Sunny Ho at aapapostercommittee@gmail.com.

Guidelines for Proposals

- All online proposals should include:
 - Contact information for each presenter
 - Abstract (50 to 100 words) with no author names
 - Program Summary (500 to 700 words) with no author names
 - 3-4 Learning Objectives (not required for poster submissions)
- Proposals will be sent for anonymous reviews. As such, the Abstract and Program Summary should *not* include identifying information of the author(s) and/or presenter(s).
- Submitters will be notified by email upon receipt of their proposal.
- For submissions highlighted as being potential programs, which can award Continuing Education units (CEs), individual authors will be contacted to provide additional information.
- Submission outcomes will be sent via email by June 10th, 2017.

Proposal Rating Criteria

Proposals will be rated based on the following criteria:

- Relationship to convention theme
- Relevance/timeliness of topic
- Membership appeal
- Innovation and creativity
- Scientific/empirical soundness (for research symposia and posters)
- Adequacy of strategy for involving audience (for interactive sessions)
- Contribution to the field

Additional Information

Presenters should bring their own laptops (those with Mac laptops should bring the appropriate adaptor to connect to the LCD projector). LCD projectors for PowerPoint presentations will be provided. Requests for additional AV equipment will be addressed after the final selection of presenters has been decided.

Visit the AAPA website at **aapaonline.org** for more information on the 2017 Convention. For all other questions regarding the 2017 AAPA Convention, please email one of this year's co-chairs, Gloria Wong-Padoongpatt at gloria.wong@unlv.edu or Nic Rider at nicole.rider@gmail.com.

APPENDIX B1



July 10th, 2017

Dear AAPA 2017 Convention Proposal Reviewer,

The 2017 AAPA Convention Planning Committee would like to thank you for your professional contribution in reviewing this year's convention proposals! We wouldn't have had a smooth and efficient proposal reviewing process without all of your help. Thanks for your dedication to our association. We hope you continue to support the reviewing process for our future conventions.

We look forward to seeing you this year in Las Vegas, Nevada for our convention on October 6-8, 2017.

Sincerely,

AAPA 2017 Convention Planning Committee