2018 AAPA ANNUAL CONVENTION REPORT

CONVENTION THEME:

Throwing Rocks, Building Bridges
Centering and Uplifting Our Intersecting Voices

City College of San Francisco, San Francisco •
San Francisco, California

Conference Co-Chairs
Nic Rider & Justine Fan

SAN FRANCISCO

2018 AAPA Annual Convention Report

GENERAL SUMMARY

a.   Committee Formation

We kept the format of having a staggered co-chair model for the convention. We had a returning co-chair partner and mentor a new incoming co-chair, which 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:	Nic Rider and Justine Fan
Banquet/Entertainment Co-Chairs:	Jenny Tran and Katherine Sheu
Book Sale Co-Chairs:	Ankita Krishnan, Sunny Ho and Chi Yeung
Mentor-Mentee Co-Chairs:	Gloria Wong-Padoongpatt, Alicia Ibaraki and Calvin
Poster Co-Chairs:	Iris Miao and Yun Lu
Program Co-Chairs:	Anabelle Atkin and Wilson To
Registration Co-Chairs:	Ming Tu and Wells Ling
Session Co-Chairs:	Frances Shen and Dieu Truong
Volunteer Co-Chairs:	Amber Pham and Joanna Maung
AVI/Refreshments Co-Chairs:	Glenn Masuda, Pooja Mammidana and Jennifer Hsia
Media Co-Chairs:	Natasha Yamane, Gary Kwok and Kevin Lau
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 Nic overseeing the Sessions, Poster, Program, and Registration Committees and Justine overseeing the Banquet/Entertainment, Book Sale, Mentor-Mentee, and Volunteer Committee. Both Nic and Justine oversaw the new AVI/Refreshments and Media Committees.

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. One full-committee conference call was held, in April 2018, 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 convention theme was, "Throwing rocks, building bridges: Centering and uplifting our intersecting voices." The theme continued to build on previous convention themes with the goal of encouraging necessary and difficult conversations that can strengthen research, practice, and advocacy efforts in Asian American mental health. Our theme for this year focuses on individual and community empowerment that centers around (re)claiming space, uplifting our voices, and acknowledging all the intersecting identities that make us unique. The hope was that this theme would serve as a call to action to honor those that inspire us to keep fighting for our values and beliefs while acknowledging the efforts of AAPA's current and past members.

d.   Timeline

At the start of planning the convention, a timeline was created in order to have structure and deadlines for making decisions and completing major tasks. The timeline created followed a similar format to previous conventions. The deadlines were as follows:

San Francisco '18	IMPORTANT DATES/DEADLINES
By end of February 2018	Fill committee co-chair positions Identify Conference Theme
By end of February 2018	Identify Conference Site Location Identify Keynote Edit Call for Proposals (CFP) Leftover books Identify Submission Portal - Demo Scheduled
By end of February 2018	Finalize and Advertise CFP Create AAPA Convention website on dryfta Update AAPA website and contact listservs with CFP Obtain Contract from Conference site
By end of March 2018	Identify panels for CEU programs. Request presenter CVs and learning objectives Identify Banquet Location and Entertainment Submit revisions for submission portal to website managers (N/A anymore)
March 11th-16th	Identify Proposal Reviewers (Poster, Session, Program)
April 1st	Deadline for Proposal Submission
April 8th 2018	Send proposals to reviewers
April 22nd, 2018	Reviews Due Program co-chairs will follow up with missing reviews.
April 29th, 2018	Notification to accepted proposals Begin soliciting student volunteers via listserv and Facebook
May 6th, 2018	Registration portal launched. Early Bird Registration open Continue soliciting student volunteers via portal and listserv emails as needed.
May 18, 2018	Deadline for accepted presenters' proposals
June 8, 2018 (Deadline)	Identify CEU programs. Request presenter CVs and learning objectives
July 1, 2018	Early Bird Registration closed
July 1, 2018	Conference Program completed Update convention website and contact listservs with final program
July 13, 2018	All online registration closed
End of July 2018	Confirm lunch, banquet, and special VIP RSVP tickets
August 7, 2018	Pre-convention meeting and dinner
August 8th, 2018	AAPA Convention Day
	AAPA EC Business Meeting/Conference Summary
August 22nd, 2018 September, 2018	Collect reports from Committees/finalize Conference report Submit final Conference Report to AAPA EC

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 dialogues 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 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 and others who access these outlets. Posting through both the listserv and Facebook was efficient and effective as it took little time to send out convention updates.

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

e.   Site Selection
The membership voted to return to the single day format, linked with APA, for the 2018 AAPA convention due to wanting to hold convention in San Francisco. Lily Ann Villaraza was the contact person at City College of San Francisco.

f.   Co-sponsorships
To acknowledge their support in helping us secure a venue for this year's conference, we made City College of San Francisco co-sponsors of this year's convention. The following were the specific departments that were co-sponsors: Philippine Studies Department, Behavioral Science Department, Department of Child Development & Family Studies, and the Health Education Department.

g.   Fee Structure
Registration fees were reduced compared to last year due to the single day convention. A new category for retired members was added, and they paid the same rates as the student members.

> 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
> 2018: early reg $115; non-member $140; student $45; student non-member $55; retiree $45; family $15
> 2018: late reg $135; non-member $160; student $60; student non-member $70; retiree $60; family $15
> 2018: onsite reg $155; non-member $180; student $75; student non-member $90; retiree $75; family $15

We had coffee, breakfast, and snacks at $20 per attendee coming out to $2,020.00. We also planned lunches which were included in the registration costs. We had boxed lunches on Wednesday of the attendees at $15 per attendee coming out to $2,028.50

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

h.   Invited Speaker
For the opening keynote, the co-chairs wanted to invite someone who could speak to the convention theme, with a particular focus on intersectionality. The 2018 AAPA Convention opening keynote speaker was Rev. Trinity A. Ordona,

Ph.D., a lesbian Filipino-American college teacher, activist, community organizer, and ordained minister from the San Francisco Bay area. She is notable for her grassroots work on intersectional social justice. Impressively, Trinity has a 50-year history of civil rights activism in local, national and international arenas. Her current activism includes issues of voice and visibility for Asian/Pacific gay, lesbian, bisexual, transgender, and queer individuals and their families, lesbians of color, and survivors of sexual abuse. She is co-founder and board member of numerous initiatives such as the Asian/Pacific Islander Family Pride (APIFP), an organization that provides resources to parents and siblings of API LGBT people.

For the closing keynote, the co-chairs invited Dr. Saeromi Kim, Co-Chair of the Division on LGBTQQ Issues to facilitate a dialogue and time of reflection related to the convention. Saeromi incorporated technology so that attendees could provide feedback in real time, which was projected on a screen. Attendees were asked to respond to questions relating to their experiences throughout the convention.

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.

i.   **Awards**

Richelle Concepcion (Vice President of AAPA) was the point person for 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. The winners are noted below:

Ya Shu Liang	Okura Community Leadership Award
Monique Kulkarni	Early Career Award for Distinguished Contributions to Service
Alisia Giac-Thao Tran	Early Career Awards for Distinguished Contributions to Research
Arpana Inman	Award for Distinguished Contributions
Doris Chang, Helen Hsu, Grace Kim, Brandon Yoo	AAPA Fellows
Brian TaeHyuk Keum	Stephen C. Rose Scholarship
Shruthi Swami	AAPA Student Dissertation Grant
Joanna Kim, Joey Fung, Qiaobing Wu, Chao Fang, & Anna Lau	AAJP Best Paper 2017
Ruby Ibarra	Friend of AAPA Award

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

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 I-Hsin Chen, Chun Chen, Lauren Currie, Claire Guidinger, Emily Hunt, Silvia Alves-Nishioka, Van Phan, Himadhari Sharma, Ke Wang and Shengmei Xu.

j.   **Attendance**

Taking into account early bird registration, on-site registration, and complimentary registration, the **overall attendance was 320 guests (including 32 family members)**. The total guest count based on online registration was:

116 AAPA Professional members and non-members (11 on-site registrations)
130 AAPA student members and non-AAPA students (20 on-site registrations)
5 Retiree
18 family guests (5 on-site registrations)
51 complimentary registrations

Based on pre-registered online numbers, **banquet ticket sales were 186** (157 were purchased by attendees; an additional 29 were complimentary tickets). The number of banquet attendees was capped at 200. At the time online registration closed, we knew we had the following guests booked: 76 Professionals + 64 AAPA students

SUMMARY	
Total Revenue	$40,404.00
Total Expenses	$23,439.08
Surplus/Loss	$16,964.92
Surplus/Loss per Attendee	$63.07
Attending	320
Paying (Attending minus complimentary registrations)	269
REVENUE	
Early Bird Registration	
professional member (70 attendees, 26%)	$8,050.00
professional non-member (11 attendees, 4%)	$1,540.00
student member (79 attendees, 29%)	$3,555.00

student non-member (12 attendees, 4%) $660.00

retiree (5 attendees, 2%) $225

family member (13 attendees, 5%) $195

After Early Bird Registration

professional member (21 attendees, 8%) $2,835.00

professional non-member (3 attendees, 1%) $480.00

student member (14 attendees, 5%) $840.00

student non-member (5 attendees, 2%) $350.00

retiree (0 attendees, 0%) $0

On-site Registration

professional member (8 attendees, 3%) $1,240.00

professional non-member (3 attendee, 1%) $540.00

student member (10 attendees, 4%) $750.00

student non-member (10 attendees, 4%) $900.00

retiree (0 attendees, 0%) $0

family member (5 attendees, 2%) $75

OPTIONAL

Saturday banquet (167 total attendees)

Saturday banquet professional member (66 attendees)	$3,960.00
Saturday banquet professional non-member (10 attendees)	$700.00
Saturday banquet student member (61 attendees)	$2,440.00
Saturday banquet student non-member (3 attendees)	$150.00
Saturday banquet family member (14 attendees)	$700
Saturday banquet retiree (2 attendees)	$80
MFP	$1000.00
Sponsor a Student	$315.00
Registration + Banquet Total	$31,580
Program Ad - Purdue University donation	$250
Information Table (University) donation	$350
RAMS donation	$3,000
Startup revenue from Denver 2016	$5,224.00
Total Revenue	$40,404.00

EXPENSES

Committee and Speaker Costs

Complimentary registration (13 professional)	$1,495.00
Complimentary registration members (34 students)	$1,650.00
Complimentary registration non-members (2 students)	$110.00
Complimentary banquet (14 professionals)	$840.00
Complimentary banquet non-members (1 professional)	$70.00
Complimentary banquet (13 students)	$520.00
Complimentary banquet non-member (1 student)	$50.00
Complementary lunches (49 box lunches)	$735.00
Keynote honoraria	$200.00
Keynote travel/lodging	$0.00
Total Committee and Speaker Costs	$5,670.00
On-Site Expenses	
Far East Cafe	$9,038.80
Total on-site Expenses	$9,038.80
Food & Beverage/Events (includes gratuities)	
Coffee, breakfast, and snacks ($7.50 per attendee)	$2,020.00
Boxed lunch ($15 per attendee, Friday)	$2,028.50

Food & Beverage/Events Total	$4,048.50
Miscellaneous	
Convention Bags	$452.00
Poster Award	$400.00
Shipping Cost (to next conference site)	$0.00
Badges	$286.00
CE application fee	waived
Poster Board	$140.81
Poster Certificates	$12.41
Program printing	$623.33
Banquet program printing	$185.54
Dryfta fee	$1,899.00
Miscellaneous Total	$3,999.09
Sub Total Expenses	$22,756.39
Contingency Fund	$682.69
TOTAL EXPENSES	$23,439.08

AAPA 2018 Convention Registration Report
Ming-Che Tu & Wells Ling

a. Important Registration Dates:

    a. Early Bird Registration: June 1st, 2018 – July 1st, 2018

    b. Late Registration: July 2nd, 2018 – July 13th, 2018

    c. Convention Date: August 8th, 201

b. Attendance/Revenue:

Convention+Banquet Total:	$ 32,580.00
Lunch Total:	$ 2,445.00
Convention Comp:	$ 3,255.00
Banquet Comp:	$ 1,480.00
Lunch Comp:	$ 735.00
Sub-Total:	$ 29,555.00

Early Bird:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member:	70	26%	$115	$8,050
Professional Non-Member:	11	4%	$140	$1,540
Student Member:	79	29%	$45	$3,555
Student Non-Member:	12	4%	$55	$660
Retiree:	5	2%	$45	$225

Regular Registration:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member:	21	8%	$135	$2,835
Professional Non-Member:	3	1%	$160	$480
Student Member:	14	5%	$60	$840
Student Non-Member:	5	2%	$70	$350
Retiree:	0	0%	$60	$0
Family/Guests:	13	5%	$15	$195

On-Site Registration:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member:	8	3%	$155	$1,240
Professional Non-Member:	3	1%	$180	$540
Student Member:	10	4%	$75	$750
Student Non-Member:	10	4%	$90	$900
Retiree:	0	0%	$75	$0
Family/Guests:	5	2%	$15	$75
Convention Total:	269			

Banquet:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member:	66	42%	$60	$3,960
Professional Non-Member:	10	6%	$70	$700
Student Member:	61	39%	$40	$2,440
Student Non-Member:	3	2%	$50	$150
Retiree:	2	1%	$40	$80
MFP:	1		$1,000	$1,000
Family/Guests:	14	9%	$50	$700
Banquet Total:	157			
MFP:	1		$1,000	$1,000
Sponsor a Student	3		205+55+55	$315

Lunches:

Lunch Type:	Pre-Convention:	On-Site:	% of Lunches:	Total Revenue:
Sandwiches	112	13	77%	$ 1,875.00
Vegatarian:	23	3	16%	$ 390.00
Vegan:	11	1	7%	$ 180.00

Comps:

Discounts:	Qty:
Committee Co-Chairs and E.C.	84
Volunteer Conference	48
Volunteer Banquet	13

Free Convention Tickets:	Early:	Regular:	Total Revenue:
Professional Member	13	0	$1,495
Professional Non-Member	0	0	$0
Student Member	34	2	$1,650
Student Non-Member	2	0	$110
Total:			$ 3,255.00

Free Banquet Tickets:	Qty:	Total Revenue:
Professional Member	14	$840
Professional Non-Member	1	$70
Student Member	13	$520
Student Non-Member	1	$50
Total:		$ 1,480.00

Free Lunch Tickets:	49	$ 735.00

Trends/Analysis:

a. Attendance

Taking into account pre-registration and on-site registration, **overall attendance was 315 attendees.** This number was about 2% lower than last year's attendance (which was 321). Given that last year's convention was the first ever AAPA convention to use the multi-day stand-alone format, a more appropriate comparison would be 2016's convention numbers as both conventions were a one-day convention linked with APA's national convention. Given this, attendance increased 54% from 2016 and was the most attended single-day convention in AAPA history. The total guest count was:

129 AAPA Professional members and non-members (11 on-site registrations)
168 AAPA student members and non-AAPA students (9 on-site registrations)
18 family guests (8 on-site registrations)

Banquet ticket purchases were 186. This year there were several different options for lunch. **Vegetarian and vegan options were provided and made up about 16% and 7% of all lunches sold**. About 10% of each lunch type (non-vegetarian/vegan, vegetarian, and vegan) was sold onsite.

b. Budget and Revenue

Looking purely at income from ticket sales and sponsorships, income was at $35,025 while compensation and discounts given to executive committee, convention committee, and convention volunteers totaled $5,470 resulting in a **registration committee surplus of about $29,555.**

c.   **Historical Context:**

	2015	2016	2017 (Multi-Day Convention)	2018	Percent Change (2018 vs. 2017):	Percent Change (2018 vs. 2016):
Total Conference Registrants	195	205	321	315	-2%	54%
Early Conference Registration	171	169	243	239	-2%	41%
Late Conference Registration	14	16	63	45	-29%	181%
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)	36 (11 Professionals, 5 Guests, 20 Students)	140%	80%
Total Professionals (conference/banquet)	75/48	86/88	134/75	129/91	-4%/+21%	+50%/+3%
Total Students (conference/banquet)	100/48	101/34	162/90	166/78	+2%/-13%	+64%/+129%
Total Family Members	20 (guests)	15 (guests)	23 (guests)	18/14	-22%	+20%
Total Members	161	175	235	229	-3%	31%
Lunch	118	115	Free Lunch	195	N/A	70%
Banquet	120-122	135	181	186	3%	38%

Trends and Analysis

As previously mentioned, using the 2016 one-day APA linked convention for comparison, attendance and lunch sales increased across the board. Most registrants (75.87%) continue to use early bird registration and there was a slight increase in number of AAPA members registered compared to the number from 2016 (+31%). There continued to be the option for family members/guests of AAPA participants to register for a discounted rate.

Online Registration Service

This year, we switched from Eventbrite to Dryfta. This change was necessary as our access to Eventbrite was based upon our relationship with APA. We will continue to utilized Dryfta going forward as we review our relationship with APA going forward. Dryfta shared many similar features with Eventbrite as we were able to use a single portal for both members and non-members, which has not always been the case. In addition, Dryfta was able to link with AAPA's stripe account, which allowed AAPA to be paid directly while registration co-chairs tracked purchases and registration numbers. On-site registration used Square to accept credit card payments for convention and banquet registration costs.

Also similar to Eventbrite, the Dryfta system allowed for a "Discount Code" option. We were able to use separate codes for convention co-chairs and volunteers, who had different discount rates. We do suggest that a separate discount code be used for executive committee to better record where revenue is going.

One issue regarding Dryfta is the inability to cross check registrants with AAPA's own internal membership database to ensure registrants are purchasing the correct ticket type. Next year we should approach Dryfta to see if this cross check is possible. If it is not, then registration committee should cross check registrants with the updated membership list obtained from AAPA's membership officer at regular intervals to avoid waiting until the last second to approach registrants to pay the correct amount.

Lunches

One big change this year was how convention attendees got lunches. In previous years, stickers on the attendees' name badges indicated whether they purchased lunch, and the type of lunch they got. This method had two major issues in that there was no way to determine whether someone had already gotten a lunch and registrants often did not remember what type of lunch they ordered. This year, we printed out paper tickets that also highlighted an aspect of the convention (e.g., the host city, the host institution, and the musical guest/award recipient) as well as indicated the type of lunch they ordered. The tickets were then exchanged for the lunch or torn to indicate that they received their lunch, ensuring each attendee got the correct number paid for. Going forward, some consideration should be given to how this system may be applied to a multi-day convention. One possibility is a two-sided ticket, where one side would be torn and returned to be used the next day. This system, however, would get complicated in the number of sku's needed given the number of different lunch combination possibilities.

General Comments and Suggestions

a. The registration area needs to be bigger to better able handle the number of people coming in at one time. It should be wide enough that as attendees come in, they can be easily directed to different registration areas based on whether they had pre-registered for the convention or not. With one section divided alphabetically for pre-registered attendees while those who had not registered can register on the side and not creating a queue for those still coming in.

b. 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 Dryfta loaded, and training volunteers.

c. Alphabetizing the registration and banquet list attendees will help to speed the process of looking up attendees.

d. 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).

e.	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).

f.	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.

g.	Having the internet username/password readily available for use at the convention site made internet access easier this year.

h.	It would be helpful to have square tested and up/running as soon as convention committee begins setting up. This allows for registration committee to troubleshoot any complications that may come up.

i.	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.

j.	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.

k.	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.

l.	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.

2018 AAPA Post-Convention Report
Program Committee
Co-Chairs: Annabelle Lin Atkin & Wilson To

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 volunteer committee to arrange for workshop sign-in /out.

    d. Draft the Convention Program.

    e. Recruit proposal reviewers.

II. CE tasks

    a. Complete CE credit sponsorship application and submit documentation to obtain approval for CE credits for 4 workshops.

    b. Communicate with presenters of CE workshops to obtain session information.

    c. Promote and arrange online registration for CE workshops.

    d. Recruit proposal reviewers.

    e. Coordinate with CE sponsor to distribute certificates.

III. New ideas/innovations

    a. See section VI

IV. Challenges faced

    a. An unforeseen difficulty faced throughout the CE process involved issues of transparency with how we advertised our CE and how our CE's were funded. AAPA's CE's were sponsored by Alliant International University and were included as part of the registration package. However, this information was not made clear on the hosting website or during the convention. This was further exacerbated by the convention team's Dryfta license expiring and disabling access to the registration page and its relevant receipts. One attendee faced difficulties confirming their CE credits with their employer due to a lack of verifiable documentation on how our CE's were handled.

    b. During the first half of the CE process, there were communication issues that resulted in delays. CE submissions and the CE selection process were conducted without the formal involvement of the Program Committee. As such, most of the CE process was spent attempting to identify relevant technical information such as financial documentation and contact emails for all session presenters.

    c. Our contact at the convention site was hard to reach in the months prior, which slowed down planning and room scheduling, and resulted in a lot of running around last minute on the day of the conference to secure laptops for the rooms, rearrange rooms, etc.

V. Cost of purchases

    a. The primary costs for the Program Committee came from printing materials such as the program, CE flyers, and CE paperwork (i.e. sign-in sheets, reviews). Due to budgetary constraints, some of these materials had to be paid for out-of-pocket.

VI. Suggestions for improving next year

    a. It would be helpful to decide whether we want to offer CE credits as soon as possible (e.g., ideally, before putting out the call for proposals) to allow for ample time to communicate with the potential CE sponsor and complete the application. If we decided to offer CE again in the future, one possibility is to make it a requirement for individuals who submit symposium or interactive session

proposals to (a) list the learning objectives for their sessions and (b) indicate whether they would consider offering it as a CE session.

b. Explicitly involve the Program Committee in the call for CE proposals and the selection process. This will contextualize the theme of our selected proposals to the program and facilitate early preparation of CE paperwork.

c. A more formal system for preparing CE's should be laid out for future co-chairs. Complications during the CE process mainly involved technical and financial minutiae that inconvenienced attendees after the convention's conclusion. In order to address these small details and facilitate the process, this report comes attached with a CE preparation guideline.

d. Ensure that CE workshop attendees complete online registration in order to facilitate documentation of attendance.

e. CE sponsorship and funding should be advertised on multiple domains to facilitate the CE approval process. Should our convention continue to offer CE's and package them as part of registration, this information needs to be indicated on the website, in paper documentation, and on receipts.

f. Continue limiting presenters to two presentations – that worked out well this year and we hardly had any scheduling conflicts to deal with.

g. Timeline for draft deadlines should be created ahead of time, and questions and comments made in each draft to reduce the flow of emails.

h. Committee heads should communicate with each other and then pass on relevant information to committee members, only including conference coordinators when necessary. Perhaps committee heads could send weekly reports to conference coordinators or have weekly phone check ins to update on progress and ask questions.

i. A lot of time and effort went into designing the program, but printing was costly so we only printed a limited amount. Perhaps discussions can be held earlier on to determine whether a printed program should be designed or not given that we have the new Dryfta program app.

    a. Should the program move to an entirely electronic format, copies of the program and details of registration should be made accessible on the AAPA main page and beyond the Dryfta app.

VII. Appendices
    a. CE sponsorship application

AAPA 2018 Convention

San Francisco, California

Sessions Report

Sessions Co-Chairs: Frances Shen, Ph.D & Yun Garrison

Interactive Sessions submitted	20	**Interactive Sessions Accepted**	9
Symposia Submitted	7	**Symposium Accepted**	4
Difficult Dialogue Submitted	12	**Difficult Dialogue Accepted**	5

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.

Several sessions were asked if authors would resubmit as posters.

Summary of Process

Session co-chairs helped to draft the call for proposals and call for reviewers. Session co-chairs approved and finalized rating criteria and systems with feedback from the conference chairs, other committee members, and the AAPA president and vice president. Session co-chairs also revised the email message sent to reviewers ahead of the review process.

Session proposals for review by Dryfta system, randomly. Each proposal was blindly reviewed by two reviewers and each reviewer rated 5 abstracts.

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

Breakout sessions (Difficult Dialogues, Symposia, and Interactive Sessions) were increased to 75 mins, due to suggestions from attendees. 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?

Getting used to a new system that we needed to start from scratch and problems reviewers had with signing into to the Dryfta system in order to complete reviews.

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 coordination between poster and sessions.
● Should balance the number of poster and sessions to reviewers, avoid assigning too many or too few proposal 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.
● Make Review portal work and user friendly.

Poster Committee Report

AAPA 2018 Convention

Co-Chairs: Iris Miao and Dieu Truong

A. OVERVIEW

1. **Statistics on Proposal Submissions and Acceptances**

a. Poster submissions: 44

b. Acceptances (from poster proposals): 43

c. Rejections: 1

d. Additional posters (converted from sessions proposals): 7

e. Total # of poster authors who agreed to attend the convention:

2. **Recruitment and Number of Poster Judges**

a. Call for volunteers for poster judges posted on AAPA Listserv: 6/13/18

b. As of July/13/18, we had 5 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: 4 total

3. **Poster Judging Process**

a. Each judge was assigned to independently evaluate 11 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 1 judge.

c. Judges packets were emailed to volunteers.

1. Judge's welcome letter with detailed description of the judging process

2. 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 the judges arrived onsite.

1. Welcome letter and information to judges – personalized, information varying by timetable of session assigned and by poster assignments (see attachment to this report).

2. Number, titles, and first-authors of the posters.

3. 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 mins on Wednesday) Judges were asked to select their top poster.

   ii. PHASE 2: Judges convened in a designated room 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).

1. Delays and Challenges:

i. The posters needed to be moved rooms and times at the last moment and there was some confusion for attendees and judges locating the posters

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.

4. **Poster Trifold Boards**

a. Trifold boards were purchased by Convention Co-Chair Justine online

b. Mounting supplies included small clips and push pins were retained from last year and some more clips were purchased by the Registration Committee.

c. 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.

5. **Recruitment of Proposal Reviewers and Selection of Posters**
a.   Call for all proposal reviewers coordinated by Session and Poster Committee Members

b.   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.

c.   Selection of top proposals was based solely on average reviewer score, as there were discrepant recommendations across the two reviewers for some posters.

d.   Email sent to authors informing them of acceptance: 4/29/2018. All posters were accepted this year and some sessions were asked to be re-submitted as posters.

e.   Authors of accepted proposals were asked to inform poster committee about their decision by 5/18/2018 5pm PST. A number of reminder emails were sent to authors who did not respond by this date.

B.   SUGGESTIONS:

a.   For future convention, it would be helpful for reviewers to indicate their areas of expertise and interests. To do so, the Poster Committee should create some type of modality that could collect this information from the reviewers. For instance, the committee can develop a form on Qualtrics, Google Forms, or Survey Monkey and allow the reviewer to provide their response as a free-response format. If appropriate, the reviewers can be invited back to serve as poster judges at the convention. This can be included as a choice in the aforementioned form.

b.   It would also be helpful if the primary author is given the opportunity to describe or select what categories their submission will be best fit under. During this 2018 convention, the convention had four main categories which included: (1) Clinical/community practices, (2) Family and marriage/gender studies, (3) Measurement/scale development and quantitative studies, and (4) Social justice/multiculturalism. Poster committee cochairs were required to read through each submission and categorize the submission according to the four aforementioned categories. The authors can provide this information right at the submission stage or after they receive the acceptance of their submission. [TDM1]

C. COSTS

1. Tri-folds and binder clips

BOOK SALE COMMITTEE REPORT
AAPA 2018 Convention
Co-Chairs: Ankita Krishnan, Sunny Ho, Chi Yeung

I. Statistics

	2015	2016	2017	**2018**
# of Books Donated	172 + 5 DVDs	311 (116 titles)	274 + 5 DVD (119 titles)	**~353** (including leftover books from previous book drives)
# of Publishers & Authors Contacted	112	127	155	**161**
# of Publishers / Authors Donated	35	91	63	**55**
# of Books / DVDs Sold	146	183	175 + 2 DVD (5 books donated for disaster relief)	**125**
# of Books / DVDs Leftover	31	128	94 + 3 DVD	**200 from inventory,** but this number is likely lower (some books on inventory are no longer here)
TOTAL SALES	$1513.00	$1451.50	$1900	**~$2000** (original amount= $3508.40, which includes t-shirt sales)

II. Overview of Timeline and Planning Activities

	Task Timeline for AAPA Book Drive 2018
	(schedule phone calls sporadically to check on progress of book drive responsibilities)
March 2018	1. Start creating a new Excel spreadsheet for new books. Copy template materials from 2017 to 2018 folder for use / reference.
	2. Location of leftover books --- determine how they'll be shipped to convention site. Determine where to ship books.
	3. Devise plan for finding some new titles (~25-50 per co-chair?)
	-- account for leftover books, if there's a lot, no need to get too many more new books

	-- great resource for AAPI books: http://talkstorytogether.org/asian-pacific-american-book-list/; there are more on the spreadsheet
	4. Start adding new titles and contact information to publishers to spreadsheet
	-- best contact: any admin assistant, publicity / marketing contacts (avoid generic email addresses if possible), actual author of book (authors who are also university professors tend to be more responsive)
	-- be sure to compare to 2017 list to avoid duplicates
	-- look to 2016-2017 lists (Archive) for titles
	5. Send out mass list-serv email to AAPA asking if anyone has title recommendations (see email templates in 2018 Archive)
	6. Familiarize yourself with aapabookdrive email and Google Drive folder
	-- review previous Book Drive emails in the aapabookdrive gmail to familiarize with process.
	-- change email signature to reflect current Book Drive co-chairs
	7. Set deadline for gathering new titles for new book list. Be sure to create enough time for this
	-- Genres: children's/teen books, Asian/Asian American psychology, multicultural psychology, Gender studies, social justice, Asian/Asian American studies, general psychology
	-- Obtain book title, author, publication year, publisher, contact info (include contact e-mail when searching for this), list price of book (NOT revised price or discounted price)
	-- Finding this information is easiest through the original publisher website (i.e., Guilford Press, APA, Oxford University Press; other websites, such as Barnes & Noble and Amazon, provide different prices and may not always have the most updated information)
	8. Send mass e-mail to AAPA members requesting whether they have books they would like to donate to AAPA, as well as other items they would like to donate for sale (i.e., t-shirts, etc.) to help Book Drive co-chairs plan better for convention
	9. Communicate with convention co-chairs and committee members to confirm where books can be sent/mailed to, as well as the point person who will bring the books to the convention location
2 months before Convention	1. Start sending out solicitation emails to publishers (set deadline for next month)
	-- check "Follow Up 2018!" email folder in aapabookdrive Gmail account and follow up with those contacts to get books from them
	2. Confirm # volunteers with AAPA Volunteer/Planning Committee; we had 9 total volunteers in 2018, two per shift (each shift= 2 hours)
	3. Two weeks after first round of solicit emails, send another round to publishers
	4. Confirm with AAPA Finance Officer 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
	-- Look through 2018 Book Drive folder for all this info

	6. Confirm with convention committee about being included in AAPA newsletter
~1 month before Convention	1. Ask heads of planning committee and AAPA Finance Officer to confirm getting cash for change, $1s, $5s, $10s, $20s
	2. Draft newsletter to promote book sale (see 2018 templates/e-mails)
	3. Email powerpoint Book Drive reminder slide to Sessions Committee
	4. Convention Copy for convention booklet to planning committee
	5. *ONLY IF NECESSARY:* Try doing a run through of using online payment system (see 2017 archive for how instructions were created in 2017)
	6. Set this time frame as ABSOLUTELY deadline for sending book donations
	7. Determine whether prices of books need to be adjusted
	8. Email Book Drive newsletter to editors/Programming committee (to include in AAPA program) - NOTE: this may happen closer to the convention, depending on when the AAPA programming committee is ready to print the program/needs the newsletter. Be sure to stay in communication with them about this.
2 weeks before Convention	1. Determine where to store and display books once at the convention
	2. Confirm number and titles of donated books
	3. Confirm how much start-up cash will be provided? (account for this when calculating sales)
	4. Confirm sales schedule (original price, discounts, coupons, etc.)
	5. Make final list of books w/calculated prices, make fit columns to page (horizontal)
	6. Make packing list (Book inventory/transaction sheets, volunteer instructions, book sale signs, pens, markers, sticky notes, laptops, etc.)
	7. Start drafting Book Drive Schedule
	(all documents with volunteer schedule, packing instructions, to-do list are in 2018 Book Drive folder)
1 week before Convention	1. Try run through online credit/debit payments for books, *if necessary*
	-- payment process
	-- where to view total revenue
	2. Create instructions sheet and divide tasks for volunteers
	3. Go over logistics
	-- Packing list
	-- Itinerary
	-- Any instructions sheets
	-- Book Sale Transactions instructions (where to store cash? calculating? credit/debit payments?)

	-- Layout of Book Drive (i.e., location of book drive at convention space, layout of books/tables)
	-- Book Record sheet
	-- Determine co-chair schedule rotation (who will supervise which session shift)
	4. Ask marketing people (social media chairs, etc.) to promote Book Drive.
	5. Send out emails to AAPA list-serv reminding people to make room in bags for books! - Also include advance prep for ensuring all book prices (list and original) are accurate
1-2 weeks after Convention	1. Send thank you e-mails to all donors for their support

The above timeline worked well for the co-chairs this year. Over 50 publishers and authors donated, with several titles coming in multiple copies and several authors sending extra books as a part of their donation. Multiple copies of recently published titles ranging in genres from fiction, self-help, children's books, general psychology, and Asian American studies were donated, though we had less recently published books this year in comparison to the previous year book drive. This year's book sale generated approximately $2000, a noteworthy feat given that the convention returned to a 1-day conference and this year's sales are comparable to the previous years (2-day convention).

Volunteers: the number of volunteers and time shifts worked well for the book drive this year, and having an additional volunteer floater in the morning to help set-up the book drive was especially helpful, particularly because we had to open all the books from the shipped donation boxes and arrange them accordingly.

III. New Tasks or Innovations
- Consistent with the Convention theme, we deliberately looked for multicultural psychology, fiction/children's books, 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 Zoom (online video communication) meetings were scheduled throughout the planning period, in addition to frequent email communication when needed.
- We set up the book drive on three circular tables, and designed the middle table as the Check Out Station (due to the layout of the convention space). We displayed books by genres and tried to keep similar genres/themes in close proximity for ease of accessibility for convention members. We also put up prices for each books, as well as signs to denote the price range of the books (e.g., "books under $10/$20").
- This year, the Book Drive also sold shirts about Mental Health Awareness that were provided by Dr. Helen Hsu from a previous event. This proved to be helpful for generating sales and increasing awareness about the book drive.
- The Square payment system was very helpful in addition to traditional payment method (e.g., cash, check).
- The inclusion of 50% coupons to people to increase incentive for participating in the book drive continued to be helpful for the convention this year. The co-chairs implemented a different strategy

from the 2017 convention and gave out a limited number of coupons at random time intervals throughout the convention (including the lunch period) to ensure a balance of convention attendees purchasing books at original and discounted prices. The purpose of doing so was to remedy the limitation of giving away too many coupons at last year's convention. This system seemed to work well as the coupons also served a purpose of increased communication about the book drive among attendees. It is recommended that we continue the coupon system for future book drives.

V. Challenges Faced and Suggestions for Next Year
- Table space was a bit limited, so books had to be selectively displayed on the table.
- If the Book Drive is requested to sell other items (i.e., t-shirts, etc.) at the book drive table next year, it is recommended for book drive co-chairs to have a separate spreadsheet for the other sales for documentation purposes (this will make it easier for book drive co-chairs to determine how many books were sold and how much of the sales were generated from the book drive vs. other items).
- Although this was not possible this year due to time constraints, the book drive co-chairs considered incorporating a raffle system to increase more awareness of the book drive and sales of the books. If possible, this should be re-considered for next year's book drive.
- The book drive co-chairs are immensely thankful for the number of additional and/or new book donations received from donors this year. Receiving extra books did prove to make the book drive set-up a bit more difficult in the morning, given that some of these books were not on the inventory and needed to be added, along with the list price of the book. It is recommended that the e-mail template requesting donors to donate books also include a request for the donor to state the *number* of books they are donating so the book drive co-chairs can have a more accurate number in the inventory spreadsheet.
- The book drive co-chairs requested AAPA members to inform them if they would like to promote their book(s) at the book drive or have any author signings. We had a few authors who shared their promotional materials with their book at the book drive, and doing so definitely proved to be successful. It is recommended that the book drive co-chairs continue to make these requests and potentially consider having a "book signing" or "meet the author" option for any author who wishes to do so at the book drive. As always, authors are given the option to share their own flyers/notices with the co-chairs to have at the book drive.

Report for the Mentor/Mentee Session for AAPA Convention 2018, San Francisco

Prepared by Alicia Ibaraki Ph.D & Gloria Wong-Padoongpatt Ph.D
August 8th, 2018

This year, the convention moved back to a single-day convention which limited our mentor-mentee activities. We were allotted an hour session (5:30pm-6:30pm) between the closing panel and the annual banquet. We had two primary goals: 1) extend mentoring to encompass different developmental points (e.g. early career, mid-career) beyond solely focusing on graduate students; and 2) provide a more formal mentor/mentee experience to maximize the limited time. In order to do this, the committee created five mentor panels and reached out to specific mentors to present these panels. To encourage participation, mentees were allowed to sign up for one of these five panels at the same time of conference registration.

All interested individuals were sent a survey link with the following questions:

1) What are the most important issues around which you'd like to receive mentoring?
2) What specific questions do you have for the mentors?

Committee members compiled responses and sent mentors received a document with the data four days prior to the convention so they could structure the session appropriately. Mentoring session took place simultaneously in five separate rooms. During the session, the mentors had full autonomy over how they ran their mentoring sessions.

Panel	Mentors	# individuals who indicated interest during registration *	# individuals who completed pre-mentoring survey
Navigating graduate school	Dr. Rich Lee and Dr. Brandon Yoo	17	18
Going on the job market/postdocs	Dr. Anne Saw and Dr. Nori Lim	17	12
Got a tenure-track position….now what?	Dr. Gordon Hall and Dr. Nolan Zane	5	3
Mid career guidance	Dr. Alvin Alvarez and Dr. Richelle Concepcion	11	4
Staring a clinical career/private practice	Ulash Thakore Dunlap and Dr. Glenn Masuda	7	12

*an additional 35 individuals expressed interest in 2 or more sessions

No feedback forms for the mentor/mentee sessions were distributed. Based on informal feedback we received, the following comments may be helpful for future mentor/mentee committees:

- It was helpful to have everyone in the room be at a similar stage in their career. This generally made any questions asked useful to the majority of the group.
- There is significant interest in mentoring beyond student issues. To the greatest extent possible, future mentor/mentee session should include other developmental periods as well.
- If a similar format with multiple rooms is used in the future, it may be helpful to have a moderator assigned to each room to ensure that no mentor or mentee is taking over the session.
- If a similar format with designated mentors is used in the future, the next mentor/mentee committee may want to consider how mentors are selected so that individuals who would like to serve as mentors do not feel excluded.
- Committee members received comments from multiple individuals that they wanted to participate in the mentoring, but could not do so, so late in the day.

We did have a third committee member, Calvin Sims, but he was not able to attend the convention. Also, he became busy with graduate school and needed to drop out of the committee toward the end of planning. Advice for next year is to keep open communication between committee members.

Banquet Committee Report - 2018

Jenny Tran & Katherine Sheu

Overview

Initial feedback from attendees and our own observations suggest that the Banquet was received positively overall. There were around 160 total attendees, with 167 tickets reserved prior to the day of the Convention through the Eventbrite site. The revenue totaled $9,030.00. The total cost of the Banquet was $9030.80, with a net profit/loss of _____.

This year's Banquet was held at **Far East Café** in San Francisco's Chinatown district. A total of 20 tables were reserved. Each table cost $368.00, based on a pre-selected menu that was uniform for the entire party, totaling $7,360.00. Additionally, steamed rice was ordered for each table, at a cost of $15.00 each, totaling $300.00. Lastly, there was a service charge of $1,378.80. The entire amount was $9,807.10. With our tax exemption, the total should have come out to $9,038.80.

Major Tasks/Assignments

- Venue:
    - Held at the **Far East Café** in San Francisco, CA. The Co-Chairs contacted the manager of the restaurant, Kathy and their staff to coordinate the menu and reservation. The location of the venue and the banquet menu price were the driving factors in selection for banquet.

- Food
    - Banquet style with a few vegetarian/vegan options and a cash bar for alcoholic beverages

- Entertainment/DJ
    - We played music from a Spotify playlist, via an auxiliary code plugged into a smart phone. Additionally, our Friend of AAPA recipient, Ruby Ibarra, performed a few of her hit songs.

- Transportation
    - There was no organized transportation provided for the event. The venue was approximately **30 minutes** (8.2 miles) of a drive or shared-ride from the conference site.

- Ticket sales, distribution, and collection:
    - Banquet tickets were initially sold via Dryfta, which was managed by the registration committee. At the end of online registration, 167 tickets were sold through the Dryfta registration site. 33 tickets were reserved for invited guests (e.g., MFP, RAMS, VIPS invited by Executive Board)

Challenges

- The banquet space was located on the second floor of the restaurant which required stairs, and no access to an elevator. There was concern that this would be limiting to individuals with disabilities. Although the issue did not arise, it would be appropriate to consider future venues that are handicap accessible.
- The location of the restaurant was in San Francisco's Chinatown District. Parking was extremely limited and the restaurant was a few blocks away from the closest BART stop.

- Although there were vegetarian/vegan options included in the banquet, items were limited and guests who adhered to these specific diets had to wait until the appropriate dish came out.
- It would be efficient to gather a list of potential VIPS and guests a week or two before Convention to ensure that enough seats are reserved.
- The Co-Chairs opted to check-in banquet guests electronically via iPads and tablets that accessed a shared Google Doc (spreadsheet) with a list of attendees in alphabetical order. This spreadsheet was sent by the registration committee towards the conclusion of Convention. However, the WiFi at the restaurant was out-of-order so the co-chairs utilized the hotspot data services from their smart phones. If the next banquet committee opts to check-in guest electronically, it would be wise to confirm with the venue organizers that the WiFi is functioning properly or that the co-chairs or volunteers can access their own WiFi.

Costs

Expenses
- Venue: included with food
- Food: $15/per table for rice +$368/table +$1378.80 service charge
- **TOTAL EXPENSES: approx. $9038.80**

Revenue
- Ticket sales: $9,030.00

Net cost:

2018 Volunteer Committee Report
Co-Chairs: Amber Pham & Joanna Maung

Recruitment

Volunteers were recruited through a combination of emails to the AAPA Members listserv, and word-of-mouth from faculty involved with AAPA or other volunteers. Volunteers were offered a registration fee waiver, complimentary lunch, and a discounted ticket to the annual banquet this year.

Recruitment began with a call for volunteers using the AAPA member listserv on May 31, 2018. Individuals who were interested were instructed to fill out a brief online contact form. Starting June 11, 2018, the co-chairs began emailing volunteers to confirm that they were accepted as volunteers for the convention. By June 13, 2018, the list of student volunteers reached 25 and the remainder were added to the waitlist and notified. In the next few weeks, the volunteer list and waitlist went through a few iterations to account for individual availabilities and the needs of the convention planning team. By June 25, 2018, the list was finalized with 25 volunteers and 25 individuals on the waitlist.

Volunteers were asked to use an online discount code that was provided by the Registration co-chairs. Volunteers were encouraged to register as soon as possible using the codes.

Volunteer Assignments

Each volunteer was assigned two shifts during the convention, totaling 3-4 hours. Specific volunteer assignments were distributed and coordinated using the online scheduling website signupgenius.com The Volunteer Committee email aapa.conferencevolunteer@gmail.com was again used to centralize communications with all volunteers. This year, volunteer contact details were tracked separately on a Google Drive spreadsheet in tandem with the website sign-up.

Volunteer assignments are outlined below:

Registration:
- On-site registration at the convention site.
- Check in pre-registered people, give packets, and collect money if needed.
- Assist Registration Committee with additional tasks.

Book Sales:
- Help unload and display books at the Book Drive location.
- Assist with book transactions.
- Advertise book drive during the convention.

Social Media:
● Capture convention events via photos, Twitter, Facebook, Snapchat, etc.
● Post convention announcements as dictated by the convention planning teams.
● Publicize sessions and events during the convention.

Refreshments:
● Assist with set-up of breakfast, refreshments, and lunch.
● Assist with food distribution and clean-up.

AVI/Floater:
● Help monitor/troubleshoot presentation equipment during breakout sessions.
● Assist with any other events/tasks as needed by convention teams (e.g. putting away equipment, book sales, and etc.).

CE Sessions:
● Attend CE session and ensure that everyone attending for CE credit properly signs in and out.

Banquet:
● Assist with sign-in and preparation for the AAPA banquet.
● Assist with any events/tasks as needed by the banquet committee.

Posters:
● Assist with setting up and taking down posters.

Recommendations
● We recommend establishing an online group chat (i.e. Skype or similar) to facilitate quicker and more informal communication amongst the entirety of the convention planning team.
● We recommend the creation of a detailed screening questionnaire that can provide the following information: whether the individual is presenting a poster session, whether the individual is hosting a breakout session or other event, dietary preferences. This information will allow for future co-chairs to assess the ability of their volunteers to commit to their time.
● We recommend scheduling volunteer shifts before and after the convention starts/ends to have assistance with setting up and cleaning up.
● We recommend scheduling at least 3-4 extra people in the morning for help with setting up, as many had flight issues or came late to the convention.
● We recommend having close communications with other committees to understand what will be needed from volunteers.
● We recommend having a general back up plan for when "what ifs" arise.
● We continue to recommend the use of badge ribbons to easily identify co-chairs and volunteers.
● We continue to recommend that volunteers continue to be offered a registration fee waiver and free lunch, as this incentivizes students to volunteer.
● We continue to recommend the use of the current system of Google Drive to document and archive relevant forms so that future Volunteer Committee co-chairs may benefit.
● We continue to recommend that we voice our appreciation to the volunteers via the program book.

MEDIA COMMITTEE REPORT AAPA 2018

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

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 2018 convention
    b. Twitter

i. Created account for 2018 convention

ii. #AAPA2018
    c. Snapchat

III. Flyers
    a. See attachments

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. The app attached to Dryfta website was used

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?

ASIAN AMERICAN PSYCHOLOGICAL ASSOCIATION
2018 ANNUAL CONVENTION
August 8, 2018
San Francisco, California

CALL FOR PROPOSALS

INTERACTIVE SESSIONS * DIFFICULT DIALOGUES * SYMPOSIA * POSTERS

Submission Deadline: **April 15th, 2018 at 11:59 p.m. PST**

THEME:

THROWING ROCKS, BUILDING BRIDGES:
Centering and Uplifting our Intersecting Voices

This year's theme continues to build on previous convention themes with the goal of encouraging necessary and difficult conversations that can strengthen research, practice, and advocacy efforts in Asian American mental health. Our theme for this year focuses on individual and community empowerment that centers around (re)claiming space, uplifting our voices, and acknowledging all the intersecting identities that make us unique. Intersectionality is defined by Kimberlé Williams Crenshaw as "how overlapping or intersecting social identities, particularly minority identities, relate to systems and structures of oppression, domination, or discrimination." Our hope is that this theme will be a call to action to honor those that inspire us to keep fighting for our values and beliefs while acknowledging the efforts of AAPA's current and past members.

"Throwing rocks, building bridges" is a tribute to the past, present, and future of AAPA. We stand upon the shoulders of our elders - the ones who have provided the rocks necessary for the current generation to throw. As rock throwers and agitators, the current generation pushes the boundaries necessary to successfully propel AAPA into the future, with the recognition that we are in the same fight. Our elders laid the foundation from where we build the bridges to our common goals. By encouraging members to acknowledge our past and present, we aim to move towards breaking down walls and building bridges between AAPI and other groups, our multiple identities, and subgroups within AAPA in celebration for the future of our organization.

We are seeking proposals that draw attention to the experiences of those with multiple intersecting identities, underrepresented Asian American groups (e.g., South Asians, Southeast Asians, Filipinos, religious minorities, LGBTQIA+, international folks), as well as those that bridge past AAPI research or clinical applications with present or future directions. 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 social justice movements. 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 mental health.

Proposals may address, but are not limited to, the following topics within AAPI mental health:
● Intersections of social identities such as race, gender, and sexual orientation (examining complexities of our different identities, focus on the different experiences)
● Research/outreach with underrepresented AAPI groups (Southeast Asian, Pacific Islanders, LGBTQ, etc.)
● Collaborative and interdisciplinary work examining the diversity of the AAPI community
● Exploration and examination of existing research, conceptual, and/or therapeutic models with AAPI groups and adaptations/supplements to such models (e.g., cultural adaptations to cognitive behavioral therapy models, using both minority stress and intersectionality frameworks in research and/or clinical work)
● Research, outreach and other topics involving the LGBTQIA+ communities
● Social reform, public policy, and political action (involvement of AAPIs in current national and international 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.)
● Identity development across different racial/ethnic minority groups (while incorporating intersectionality such as racial and ethnic identity development at different ages/across the lifespan, intersections of race/ethnicity and gender identity development, etc.)
● Experiences of intersectional microaggression and other forms discrimination (e.g., gendered racism, sexualized racism, generational differences across experiences of discrimination, international perspectives on discrimination and microaggressions)
● Inter/within group 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
● Multicultural, and polycultural perspectives
● Increasing visibility of AAPIs with multiple heritages

Who May Submit
Individuals (AAPA members and non-members) at all levels of training (professional, graduate level, and undergraduate level), including non-psychologists interested in mental health issues affecting AAPIs are encouraged to submit proposals. We particularly encourage submissions from those interested in AAPI mental health 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 **April 15th, 2018 at 11:59 p.m. PST**

- 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 Yun Garrison at aapa.sessions@gmail.com.
- *Difficult Dialogues:* In this 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 Yun Garrison 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 Yun Garrison 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-Chairs are Iris Miao at irismiao831@gmail.com and Dieu Truong at dmtruong@central.uh.edu.

Guidelines for Proposals
- All online proposals will need to include:
    - Contact information for each presenter
    - Abstract (500 to 700 words) with no author names
    - Program Summary (50 to 100 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 that may be eligible to award Continuing Education units (CEs), individual authors will be contacted to provide additional information.
- Submission outcomes will be sent via email by May 5th, 2018.

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 and difficult dialogues)
- 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 2018 AAPA Convention website at **https://aapa2018.dryfta.com/en/** for more information. For all other questions regarding the 2018 AAPA Convention, please email one of this year's co-chairs, Nic Rider at nicole.rider@gmail.com or Justine Fan at justine.angela17@gmail.com.

APPENDIX B

APPENDIX C

APPENDIX D

ALLIANT INTERNATIONAL UNIVERSITY
CONTINUING EDUCATION

Alliant International University is approved by the American Psychological Association (APA) and the California Board of Registered Nursing (BRN) to provide mandatory continuing education for mental health professionals.

New course proposals must meet the following basic criteria:

- Courses must be pertinent to the theory, practice, and methodology of psychology; must be taught at the post-doctoral level; and must enable a psychologist to provide better psychological care to the consumer.
- Materials submitted must clearly demonstrate how the course meets these requirements.
- All proposal packets submitted for review *must* include the following information:

DESCRIPTION OF CONTENT

A brief abstract describing the content and the intent of the workshop. This description should clearly address the basic criteria listed above. Please indicate if/how this course addresses the theory, practice and methodology pertaining to your topic. Please also indicate three areas in which this course extends knowledge beyond a pre-doctoral level of training on your topic.

COURSE GOALS AND OBJECTIVES

A list of the benefits that attendees will gain from participating in the workshop. Please list a minimum of three learning goals/objectives that will enhance the practice of psychologists who attend this CE workshop. For a five hour or less workshop, three to four learning objectives are required. For a workshop six hours or more, five to six learning objectives are required.

SYLLABUS/TIME OUTLINE

A detailed syllabus with an hour-by-hour time outline of workshop activities, breaks, lunch, etc. This outline should identify exactly what will be covered in the presentation and how much time will be spent on each item. For presentations 6 hours and over, you may include two 15-minute breaks in your total instructional time; one break for presentations less than 6 hours.

CURRICULUM VITAE

Each presenter's complete CV.

<u>REVIEW APPROVAL</u>

Find two people with the same degree level as the presenter(s) to review and recommend the workshop for

CE credit for Psychologists, MFT's, LCSW's and LPCC's. The reviewers will use the information above to assess if CE credit should be given for the workshop. After we receive the two reviews CE credit hours will be approved based on the recommendations.

<u>ADVERTISING/PROMOTIONAL MATERIAL</u>

Please note until June 2018, Alliant International University Continuing Education is co-sponsored by the Association for Advanced Training in the Behavioral Sciences to provide CE credit hours for psychologists. Please have the following on any promotional materials for the workshop and send us a copy of any advertisements:

AATBS is approved by the American Psychological Association to sponsor continuing education for psychologists. AATBS maintains responsibility for this program and its content.

NOTE: Effective July 1, 2015, Alliant International University's California Board of Behavioral Sciences' (CA-BBS) CE approval (Provider # PCE234) will no longer be renewable and cannot be used by our co-sponsorship partners. After July 1, 2015, California MFTs, LCSWs and LPCCs may obtain CE hours from our American Psychological Association (APA) approval, which is a CA-BBS recognized approval agency.

<u>DAY OF THE WORKSHOP</u>

You will need to designate someone to monitor the sign- in/out sheets we use to award the CEU certificates. The person will make sure everyone signs-in at the beginning of the workshop and signs-out at the end. We cannot award CEU certificates to participants who arrive 15 minutes late at the start of the workshop or those who leave early. The designated person will ensure this and also pass out the evaluation form for the workshop. We will provide you with the CE materials a week before the workshop will be held.

We encourage all proposals and related questions are forwarded electronically to Eric Melendez, Co-Director of Continuing Education: emelendez@alliant.edu. You may also mail your materials to: Alliant International University, ATTN: Continuing Education, One Beach Street, San Francisco, CA 94133.

APPENDIX E

AAPA NATIONAL CONVENTION

THROWING ROCKS, BUILDING BRIDGES

Centering and Uplifting our Intersecting Voices

AUGUST 8, 2018
CITY COLLEGE OF SAN FRANCISCO, CA
HTTPS://AAPA2018.DRYFTA.COM

REGISTER ONLINE AT

HTTPS://AAPA2018.DRYFTA.COM
/EN/4-BUY-TICKETS