



2019 AAPA ANNUAL CONVENTION REPORT

CONVENTION THEME:

Making Waves and Breaking the Bamboo Ceiling

Reclaiming and Redefining Asian and Asian American Identities

San Diego State University •
San Diego, California

Conference Co-Chairs
Justine Fan & Jennifer Hsia



SAN DIEGO

2019 AAPA Annual Convention Report

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

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.

This year, we decided to combine Poster and Sessions into one committee due to overlapping responsibilities and less overall workload from using Dryfta, which automates many of the processes that formerly were manually completed. We also consulted with returning co-chairs Yun and Dieu who agreed that it was feasible to combine the committees.

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

Convention Co-Chairs:	Justine Fan and Jennifer Hsia
Banquet/Entertainment Co-Chairs:	Katherine Sheu and Loretta Hsueh
Book Sale Co-Chairs:	Sunny Ho, Chi Yeung, and Kevin Yabes
Mentor-Mentee Co-Chairs:	Alicia Ibaraki, Calvin Sims, and Van Phan
Poster/Sessions Co-Chairs:	Yunkyoung Loh Garrison, Dieu Truong, and Jessica Benson
Program Co-Chairs:	Wilson To and Lisa Liu
Registration Co-Chairs:	Wells Ling and Jenny Tran
Volunteer Co-Chairs:	Joanna Maung and Ronae Matriano
AVI/Refreshments Co-Chairs:	A.Kamille Conanan
Media Co-Chairs:	Kevin Lau and Lorna Chiu
AAPA Vice President:	Nellie Tran

b. Committee Responsibilities

We implemented the same collaborative process across the different subcommittees. The Co-Chairs divided the workload of supervising the sub-committees with Jen overseeing the Poster/Sessions, and Program Committees and Justine overseeing the Banquet/Entertainment, Book Sale, Mentor-Mentee, Volunteer, and Registration Committees. Both Justine and Jen oversaw the 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. Program and Poster/Sessions Committees also worked closely together along with the Convention Co-Chairs.

Convention Co-Chairs continued to use a Google Drive for storing current and historical information. Convention Co-chairs created a gmail account (aapaconventionchairs@gmail.com) to facilitate communication and for record keeping.

FreeConferenceCall.com was initially used to facilitate group meetings and discussions about convention procedures and logistics. However, it was discovered that certain members were being charged for these calls, so Lisa Liu setup conference calls through her university.

Full-committee conference calls were held every 2 months on Saturdays at 9 am Pacific / 12 pm Eastern time in January, March, May, July, and September 2019, with proposed dates for all meetings provided at 1/26/19 full committee meeting. During these calls, committee members provided updates and discussed ongoing planning logistics. In addition, the Convention Co-chairs split responsibilities of having smaller meetings/check-ins with

each sub-committee, on a routine basis. Each co-chair decided for themselves how and when to arrange these meetings. Jen held meetings every 2 months for her subcommittee (on the months when there were not full committee meetings. She also found that having a detailed agenda beforehand (where everyone submitted their updates and questions) resulted in more time-efficient meetings.

c. Convention Theme

The convention theme was, “Making waves and breaking through the bamboo ceiling: Reclaiming and redefining our Asian and Asian American identities.” The theme continued to build on previous convention themes of research, practice, and advocacy efforts with an increased focus on social justice advocacy and concrete actions to propel Asian, Asian American, Native Hawaiian, and Pacific Islander (AANHPI) mental health forward. It was a call to honor our intersecting identities and values that make us unique and who we are. With the theme, we hoped to breakdown social norms while still being true to ourselves, as well as honoring our elders, mentors, and those who came before us for the path they laid. The theme centered on the notion that there is not one definition of what it means to Asian and/or Asian American, and we are the ones who create and define the term, rather than having a definition imposed on us.

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 achieved deadlines were as follows:

San Diego – ‘19	IMPORTANT DATES/DEADLINES
January 2 nd , 2019	Fill committee co-chair positions Identify Conference Theme
By end of January 2019	Edit Call for Proposals (CFP) Leftover books
By end of February 2019	Update AAPA website and contact listservs with CFP Obtain Contract from Conference site
	Submit revisions for submission portal to website managers
March 12 th , 2019	Confirmed SDSU as conference site location
March 25 th , 2019	E-mailed AAPA listserv with Call for Proposals
May 3 rd , 2019	Identify Proposal Reviewers (Poster, Session, Program) Ticket prices solidified
May 24 th , 2019	Deadline for Proposal Submission
May 18-19 th , 2019	Send proposals to reviewers
June 17 th , 2019	Reviews Due. Program co-chairs will follow up with missing reviews.
July 1 st , 2019	Notification to accepted proposals Begin soliciting student volunteers via listserv and Facebook
July 8 th , 2019	Registration portal launched. Early Bird Registration open. Continue soliciting student volunteers via portal and listserv emails as needed.

July 15 th , 2019	Deadline for accepted presenters' proposals
July 26 th , 2019	Response date deadline for presenters to submit their presentations to be considered for CEUs.
August 16 th , 2019	Deadline for CEU reviewers to submit reviews for proposed CEU sessions
September 2nd, 2019	Early Bird Registration closed
September 10 th , 2019	Update AAPA website and contact listservs with final program
September 20 th , 2019	All online registration closed
End of September, 2019	Confirm lunch, banquet, and special VIP RSVP tickets Conference Program and Banquet Program completed and sent for printing
October 3 rd , 2019	Pre-convention meeting and dinner
October 4 th -6 th , 2019	AAPA Convention

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 well. Consistent with the review process over recent years, authors of proposals were given the reviewers' narrative feedback when they were notified of the status of their proposal. We did receive some feedback about individuals who were concerned about potential biases in the presentations that were accepted.

We integrated convention information with the AAPA website by staying in contact with the AAPA Communications Officer, Ming Tu (talktoming2@gmail.com). Ming was responsive to our requests to update the website. Our media co-chairs were given administrative access to AAPA's Facebook page and started a twitter and Instagram account and were responsive to post updates. Media Co-Chairs managed posting to the various social media outlets. Media, Registration, Sessions, and Convention Co-chairs used the AAPA listserv to post updates to the AAPA membership and others who access these outlets. Posting through both the listserv and social media was efficient and effective as it took little time to send out convention updates.

The primary challenge in adhering to the timeline this year was delay in confirmation of the site host. SDSU was unable to confirm until mid-March.

e. Site Selection

AAPA was expected to be multiday format for the 2019 AAPA convention. Nellie Tran was the contact person to help us contact coordinators at SDSU Aztec Union. Our points of contact at SDSU Aztec Union was initially Flora Elman and then became Dan Maringer when Flora left her position.

f. Co-sponsorships

Nellie Tran formed a sponsorship committee to secure sponsors for 2019 AAPA Convention. Going forward, the plan is for the Vice-President of AAPA to head this committee and to communicate and coordinate with convention planning committee. Sponsors of the convention were The Steve Fund, Kaiser Permanente Northern California Regional Mental Health Training Program, The Wright Institute, Richmond Area Multi-Services Inc (RAMS), and Union of Pan Asian Communities (UPAC).

g. Fee Structure

Registration fees were increased compared to last year because 2018 was a single day convention. A new category for post-doc members was added, and they paid halfway between student and professional members.

2019		Early	Regular	Onsite
Professional	Member	\$165	\$190	\$200
	Non-member	\$190	\$215	\$225
Post-doc	Member	\$120	\$145	\$155
	Non-member	\$140	\$165	\$175
Student	Member	\$75	\$95	\$105
	Non-member	\$90	\$110	\$120
Retiree		\$75	\$95	\$105
Family member		\$20	\$20	\$20

2018		Early	Regular	Onsite
Professional	Member	\$115	\$135	\$155
	Non-member	\$140	\$160	\$180
Student	Member	\$45	\$60	\$75
	Non-member	\$55	\$70	\$90
Retiree		\$45	\$60	\$75
Family member		\$15	\$15	\$15

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 non-traditional paths for advocacy in the opening panel and discussing the history and future of advocacy for Asian and Asian American communities. The 2019 AAPA Convention opening keynote panel was Dr. Ramani Durvasula, Dr. Nabil El-Ghoroury, and Ms. Tess Paras. The panel spoke about their perspective on the conference theme and the experiences and challenges that shaped their paths and interests in advocacy.

For the closing keynote, the co-chairs invited Dr. Anatasia Kim, Mr. Swap Mushiana, Dr. Nic Rider, and Dr. Karen Suyemoto. Panelists discussed difficult experiences and challenges within AAPA and in their professional lives and ways to move forward and heal from these experiences.

Finally, the AAPA Divisions were offered an opportunity to hold a lunchtime meeting as well as one hour of division programming time. Those who accepted the offer to hold a meeting included, Division on South Asian Americans, Division on Filipino Americans, Division on LGBTQ, Division on Practice, Division on Students, Division on Asian Americans with Multiple Heritages, and Division on Women.

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 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

Student Travel Award winners were announced during Afternoon Remarks. Student Travel Award Winners were:

During the convention's closing remarks, the following awards were announced: Best Poster, 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

Registration Committee

Co-chairs: Wells Ling & Jenny Tran

a. Important Registration Dates:

- a. Early Bird Registration: July 8th, 2019 – September 1st, 2019
- b. Regular Registration: September 2nd, 2019 – July 20th, 2019
- c. Convention Dates: October 4th – 6th, 2019

b. Attendance/Revenue:

Convention Total: \$32,365

Banquet Total: \$3,620

Lunch Total: \$3,751

Subtotal: \$39,736

(Convention Comp: \$10,030)

(Banquet Comp: \$3,060)

(Lunch Comp: \$2,360)

(Subtotal: \$15,450)

Total: \$24,286

Registration

Early Bird Registration:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member	66	35%	\$165	\$10890
Professional Non-Member	13	7%	\$190	\$2470
Postdoctoral Member	9	5%	\$120	\$1080

Postdoctoral Non-Member	1	1%	\$140	\$140
Student Member	90	48%	\$75	\$6750
Student Non-Member	7	3%	\$90	\$630
Retiree	1	1%	\$75	\$75
			Subtotal:	\$22035

Regular Registration:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member	18	7%	\$190	\$3420
Professional Non-Member	6	2%	\$215	\$1290
Postdoctoral Member	2	1%	\$145	\$290
Postdoctoral Non-Member	1	0.3%	\$165	\$165
Student Member	22	8%	\$95	\$2090
Student Non-Member	6	2%	\$110	\$660
Retiree	0	0%	\$95	\$0
			Subtotal:	\$7915

On-Site Registration:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member	2	1%	\$200	\$400
Professional Non-Member	1	0.3%	\$225	\$225
Postdoctoral Member	1	0.3%	\$155	\$155
Postdoctoral Non-Member	2	1%	\$175	\$350
Student Member	4	1%	\$105	\$420
Student Non-Member	3	1%	\$120	\$360
Retiree	1	0.3%	\$105	\$105
			Subtotal:	\$2015

Family/Guests (Early Bird, Regular, On-Site Registration)

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Family/Guests	20	75	\$20	\$400
			Subtotal:	\$400

Convention Total: \$32,365

Banquet:

Ticket Type:	Qty:	Percentage of Tickets:	Price:	Total:
Professional Member	50	40%	\$60	\$300
Professional Non-Member	3	2%	\$70	\$210
Postdoctoral Member	7	6%	\$60	\$420
Postdoctoral Non-Member	0	0%	\$60	\$0
Student Member	56	45%	\$40	\$2240
Student Non-Member	1	1%	\$50	\$50
Retiree	0	0%	\$40	\$0
Family	8	6%	\$50	\$400
			Subtotal:	\$3620

Lunches:

Meal	Pre-Convention:	Price:	Total:
Veggie hummus	36	\$16	\$576
Ham & swiss sandwich	10	\$16	\$169
Roast beef & cheddar sandwich	34	\$16	\$544
Turkey & provolone	55	\$16	\$880
Tossed salad	32	\$16	\$512
Veggie pizza	64	\$10	\$640
Cheese pizza	9	\$10	\$90
Pepperoni pizza	34	\$10	\$340
Subtotal:			\$3751

Free Comps

Discounts:	Registration	Lunches	Banquet
Committee Co-Chairs	20	39	18
EC + VIPs	19	36	16
Volunteers	48	71	18
GLI	14	27	13

Free Convention Tickets:

Free Convention Ticket	Pre-Registration:	Price:	On-Site:	Price:	Total:
Professional Member	24	\$165	0	\$200	\$3960
Professional Non-Member	1	\$190	0	\$225	\$190
Postdoctoral Member	1	\$120	0	\$155	\$120
Student Member	71	\$75	1	\$105	\$5430
Student Non-Member	1	\$90	2	\$120	\$330
Subtotal:					\$10,030

Free Lunch Tickets:

Free Lunch Ticket	Qty:	Price	Total:
Cheese Pizza	6	\$10	\$60
Pepperoni Pizza	22	\$10	\$220
Veggie Pizza	40	\$10	\$400
Tossed Green Salad	20	\$16	\$320
Turkey & Provolone	33	\$16	\$528
Ham & Swiss	6	\$16	\$96
Roast Beef & Cheddar	24	\$16	\$384
Veggie Hummus	22	\$16	\$352
Subtotal:			\$2360

Free Banquet Tickets:

Free Banquet Ticket	Quantity:	Price:	Total:
Professional Member	22	\$60	\$1320
Postdoctoral Member	1	\$50	\$60
Student Member	42	\$40	\$1680

Subtotal:	\$3060
-----------	--------

Trends/Analysis:

a. Attendance

Taking into account pre-registration and on-site registration, **overall attendance was 276 attendees.** This number was about 13% lower than last year's attendance (which was 315 attendees). Given that this year's convention returned to a multi-day format, a more appropriate comparison would be 2017's convention numbers (321 attendees), which was also a multi-day format. Given this, attendance decreased 15% from 2017. The total guest count for 2019 Convention was:

**86 Professional AAPA Members, 20 Professional non-members,
12 Postdoctoral AAPA Members, 4 Postdoctoral non-members,
116 Student AAPA members, 16 Student non-members
2 Retirees
20 family guests**

Total amount of banquet ticket purchased was 125. A buffet including a variety of options were included (please see Banquet Report).

This year there were several different options for lunch. **Vegetarian and vegan options were provided and made up about 27% and 25% of all lunches sold.**

b. Budget and Revenue

Looking purely at income from ticket sales and sponsorships, income was at \$39,495 while compensation and discounts given to executive committee, convention committee, and convention volunteers totaled \$15,210 resulting in a **registration committee surplus of about \$24,285.**

c. Historical Context

	2016	2017 (Multi-Day Convention)	2018	2019 (Multi-Day Convention)	Percent Change (2019 vs. 2018)	Percent Change (2019 vs. 2019)
Total Conference Registrants	205	321	315	276	-12%	-14%
Early Conference Registration	169	243	239	187	-22%	-23%
Late Conference Registration	16	63	45	55	+18%	-13%
On-Site Conference Registration	20 (9 Professionals, 9 Students, 2 Guests)	15 (4 Professionals, 8 Students, 3 Guests)	36 (11 Professionals, 5 Guests, 20 Students)	14 (3 Professionals, 3 Postdocs, 7 Students, 1 Retiree)	-61%	-7%
Total Professionals (conference/banquet)	86/88	134/75	129/91	106/53	-18% / -42%	-21% / -29%
Total Postdocs (conference/banquet)	n/a	n/a	n/a	16/7	n/a	n/a
Total Students (conference/banquet)	101/34	162/90	166/78	132/57	-20% / -27%	-19% / -37%
Total Family Members	15 (guests)	23 (guests)	18/14	20	-36%	-13%
Total Members	175	235	229	218	-5%	-7%
Lunch	115	Free lunch	195	274	41%	n/a
Banquet	135	181	186	125	-33%	-31%

Trends and Analysis

As previously mentioned, using the 2017 multi-day convention for comparison, attendance decreased across the board. Lunch was available for purchase for both days, which differed from 2017, which provided free lunch to all attendees. Most registrants continue to use early bird registration (68%). There continued to be an option for family members/guests of AAPA participants to register for a discounted rate.

Compared to one-day APA linked convention, 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 was our second consecutive year using Dryfta. As previously stated in last year's report, Dryfta offers 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. The Dryfta system allowed for creation of various "Discount Code" options. We were able to use separate codes for executive board members, convention co-chairs, volunteers, and AAPA Graduate Leadership Institute (GLI) fellows, all who had different discount rates.

An ongoing 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. This year, registration committee cross-checked 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. There were some onsite registrants who purchased AAPA member at the table in order to access membership rate. This was difficult to ensure and manage at the table.

Another area of concern was that the information from 2018 AAPA Convention remained on the Dryfta website. When downloading a list of attendees to create name badges, attendees from both years populated. The registration co-chair had to manually cross-check and update titles when creating badges. Next year's registration committee should consult with Dryfta about how to access attendees' information (i.e., name, organization, preferred pronouns, professional title) for that specific convention.

Lunches

Based on last year's suggestion, 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. Lunch tickets for both days were handed out during registration and attendees were recommended to fold tickets and leave them behind their name badges.

It would be a recommendation to have uniform prices for lunch as this made it difficult to track costs and revenue.

General Comments and Suggestions

- a. All incoming chairs should share this section of the reports with their respective co-chair(s).
- b. Suggestion to ease generation of Registration Report after conclusion of convention: all tickets should be CANCELLED for those who are no longer able to attend (Dryfta will refund back automatically). If attendee, purchases a ticket and finds out they qualify for a discount, Registration chair should still CANCEL their ticket and ask them to re-register. DO NOT just refund ticket.
- c. Taking in last year's suggestion, the registration area was bigger to better handle the number of people coming in at one time. It was wide enough that as attendees came in, they were easily directed to different registration areas based on whether they had pre-registered for the convention or not. One section was divided alphabetically by last name for pre-registered attendees, while those who had not registered were able to do so on the side, thus not creating a queue for those still coming in.
- d. 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.

- e. Alphabetizing the registration and banquet list attendees by last name will help to speed the process of looking up attendees.
- f. It is recommended to sort lunch tickets for each attendee prior to the first day of convention as most attendees did not recall what they ordered. If this is not possible, each volunteer should have a list of attendees and their lunch order(s) listed in order to provide them with their corresponding tickets. (Consult with AVI/Refreshments with how to best organize and distribute lunch).
- g. 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.
- h. 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.
- i. 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.
- j. Having the internet username/password readily available for use at the convention site made internet access easier this year. It was helpful to have print-outs of the internet and Wi-Fi password at the Registration table for all attendees to see when picking up their items too.
- k. 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.
- l. 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.
- m. Having multiple copies of a list of all registrants who purchased lunch and banquet tickets was helpful this year, and it is recommended to continue having these lists in the future so that the lunch and banquet committee co-chairs also have a copy of the lists.
- n. 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.

Program Committee
Co-Chairs: Wilson To & Lisa Liu

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 CE workshop sign-in and sign-out.
- D. Draft the Convention Program in print and on Dryfta.
 - 1. Coordinate with Convention Co-chairs to finalize session room assignments. Coordinate with Convention Co-chairs and Executive Committee to obtain needed items for the program.
- E. Recruit CE proposal reviewers.

II. CE tasks

- A. Identify a CE sponsor for the convention.
- B. Complete a CE credit sponsorship application and submit documentation to obtain approval for CE credits for workshops.
- C. Create guidelines for CE workshop application and reach out to CE-eligible presenters to obtain session information.
- D. Recruit proposal reviewers.
- E. Promote and arrange online registration for CE workshops.
- F. Prepare CE certificates and distribute to workshop attendees.

III. Challenges Faced

- A. Program Committee's ability to complete their designated activities is contingent on the decisions made by the Convention Co-Chairs and Sessions Committee.
 - 1. Future Program Co-Chairs should be aware that there is a precedent of this position struggling to set or control deadlines and time boundaries due to how dependent the Program is on the decisions of their fellow Co-Chairs. This precedent progresses as the convention date draws near.
- B. Convention Program content needed to stay dynamically up to date with multiple sources of information in order to keep the Program relevant. This forced our Co-Chairs to operate on a reactive basis for the duration of our duties. Such details include:
 - 1. Time-block changes.
 - 2. Room changes.
 - 3. Cancellations.
 - 4. Session changes (submission withdrawals, changes in presenter line-ups, clerical errors).
 - 5. Changes made to the Dryfta Program.
 - 6. Decisions made by the Convention Co-Chairs.
 - 7. Decisions made by the Executive Committee.
 - 8. The various awards and activities of institutions embedded within the AAPA (ex: AAPA Leadership Institute).
- C. Efficiently distributing CE certificates to attendees proved to be a time-consuming effort.
 - 1. Multifactorial contributors include:
 - a. Using paper sign-ins/sign-outs for attendance; information is sometimes inaccurate or inconsistent.
 - b. Using paper evaluations, which many attendees did not complete, which then necessitated sending out online evaluations (which many attendees also did not complete)

- c. Tracking who got how much CE credit.
- D. Confirming an available budget for printed programs.
- E. Identifying a suitable print distribution company from which to purchase programs.
- F. Identifying CE reviewers – historically the rate-limiting step of this process is the Co-Chair’s professional network.
- G. Transition into the new Dryfta program involved multiple technical difficulties that prevented the app from being used to its full potential. Such issues include:
 - 1. Confirmation of full access to Dryfta admin tools.
 - 2. Systematic limitations of non-paid membership.
 - 3. User error.
 - 4. Communication of technical difficulties within the planning team.
- H. Costs for CE sponsorship varies depending on the CE program representative and the sponsor.

IV. Cost of Purchases

- A. Total cost: \$3460
 - 1. \$2700 – cost of printed copies of the convention program.
 - 2. \$760 fixed price – cost of CE certificates

V. Suggestions for Improving Next Year

- A. The Program Committee’s overarching goal is two-fold: to create the Convention Program and to coordinate CEU. For this to be achieved, the Program Committee must be able to access the flow of information between the Convention Co-Chairs and the various committees and interest groups of AAPA in order to prepare the Convention Program in a timely and effective manner. As such, this year’s Senior Co-Chair strongly suggests that future Program Co-Chairs first and foremost develop a strong dynamic with the Head Co-Chairs to facilitate the creation of the Program.
- B. The Program Committee will benefit greatly from learning how to operate Dryfta from an administrative capacity.
- C. There may be a significant time/efficiency benefit from converting the sign-in and sign-out process to an online format. Such examples include: Dryfta check-in, Google Forms, SurveyMonkey.
- D. There may be some time/efficiency benefit to having access to a graphic designer or other artistically minded individual for designing the Convention Program.

VI. Things to Know:

- A. The CE process will consume the most time for Program Co-Chairs in the months before the convention. The Convention Program will consume the most time in the weeks before the convention and – historically – during the convention itself. Future Co-chairs will benefit from finding a way to mitigate this cycle.
- B. Future Program Co-Chairs should be prepared to act as the liaison between multiple interests including but not limited to:
 - 1. The Planning Team.
 - 2. The CE reviewers.
 - 3. The CE sponsors.
 - 4. The session presenters.
 - 5. The Executive Committee.
 - 6. The various Divisions.
 - 7. Third-party sponsors/miscellaneous convention guests.

Posters and Sessions Committee

Co-Chairs: Yun Garrison, Dieu Truong, & Jessica Benson

I. Overview of Timeline

March 25th-call for proposals sent

April 5th-call for proposal reviewers sent

May 24th-proposal submission deadline

June 17th-proposal review deadline

July 7th-notification of proposal acceptance and rejection sent

July 29th-extended deadline to confirm acceptance to present at AAPA

Aug 17th-call for poster judges sent

Sept 9th-notification to poster authors of poster session day and time sent

Sept 13th-deadline to confirm poster judges

October 3-poster evaluation packets sent to judges

October 4th and October 5th- Day 1 and Day 2 of Convention

II. Call for Proposals

The Convention Co-chairs, Justine Fan and Jennifer Hsia, sent out the call for proposals (CFP) to the AAPA listserv on March 25, 2019 providing an overview of the convention theme, detailed instructions on the submission process, including the types of submissions considered (i.e., Interactive sessions, research symposiums, difficult dialogues, and posters) and the May 24th submission deadline.

III. Proposal Review

A. Reviewers

We sent out a call for reviewers first to previous reviewers (on April 5, 2019) and then to the larger AAPA community (on April 14, 2019) via the Dryfta email campaign manager. We requested for “professionals, graduate students, and psychology interns” to volunteer to review proposal submissions. In the call, we also outlined the proposal review timeline and reviewer expectations. Particularly, that reviewers would receive 4-5 proposals by May 25th and would have until June 17th to submit their reviews via an online double-blinded system. 41 volunteers agreed to review proposals and were assigned to review three-four proposals each.

B. Review Process and Rating System

We utilized the same review process and rating system as the previous year. Each proposal abstract was assigned to two reviewers, regardless of reviewer expertise/area. Reviewers were blind to authors’ names and were prompted to rate each of the following criteria on a 5-pt scale:

- 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)

Each reviewer was asked to provide 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. This feedback was not shared with authors unless specifically requested. The two reviewer's scores were summed to create a total rating with the max rating at 10.0.

IV. Statistics on Proposal Submissions and Acceptances

We were notified by the Convention Co-Chairs that there would be space for a total of 30 sessions (including interactive sessions, research symposiums, difficult dialogues). Therefore, rather than defaulting to reviewer's suggestions to "definitely accept" or "accept with changes", we used a cut-off score of 8.31 across all sessions to ensure we would have approximately 30 accepted sessions. Thus, proposals with scores 8.31 and above were accepted. First authors were notified about their submission acceptance (or unacceptance) on July 7, 2019 via Dryfta. Proposals below this cut-off score (i.e., 12 interactive sessions) were invited to present their submissions in a poster. Authors were asked to confirm their intention to present at the AAPA convention by July 29th.

	Submitted Abstracts	Accepted Abstracts	Acceptance Rate	Confirmed Abstracts to Present at AAPA 2019
Interactive Sessions	26	14	53.85%	14
Research Symposiums	7	7	100%	7
Difficult Dialogues	10	10	100%	9
Posters	57	57	100%	64*

*This number includes those who opted to convert their interactive session into a poster presentation

V. Poster Sessions

A. Logistics and Notifications

There were two scheduled poster sessions, each occurring on different days, to account for the amount of posters scheduled to present. Poster Session A was scheduled for Friday and Poster Session B was scheduled for Saturday.

First-authors of posters were notified on September 9th (via email) of their poster session day. Authors were previously sent detailed information on August 22nd about the poster dimensions and instructions to mount the posters on the trifold boards. Authors were also informed that poster judges would be evaluating the posters during both sessions.

We had six volunteers signed up to assist with poster set-up and poster clean-up.

B. Materials

The Convention Co-Chairs had approximately 35-40 trifold boards and roughly ~100 small binder clips delivered directly to the site. Easels and tables were provided by the venue (SDSU) to prop up the boards.

C. Call for Poster Judges

We sent a call out to the AAPA community on August 17th, 2019 (via Dryfta and the AAPA Listserv) asking for volunteers to serve as poster judges for the convention. We also emailed specific individuals who we thought would be interested in serving as poster judge and who may know other professionals who may be interested in serving as well. The Session/Poster Committee sent out reminder weekly from August 17th to September 13th (deadline) to remind professionals connected to the AAPA membership network about the call.

On the date of the Convention, we had a total of 7 poster judges present and conducted the poster evaluation tasks across two convention dates. One of the Poster/Session Committee co-chairs, Dr. Jessica Benson, stepped in to serve as a poster judge because two other judges were unable to serve at the last minute. The final judges on the date of Convention are: Dr. Richelle Conception, Dr. Bryan Kim, Dr. Noriel Lim, Dr. Gloria Wong-Padoongpatt, Dr. Chu Kim-Prieto, Dr. Nellie Tran, Dr. Anne Saw, and Dr. Jessica Benson.

D. Poster Evaluation Process for Poster Awards

Each judge was assigned to independently evaluate 4-5 randomly assigned posters. Judges initially received packets in advance of the conference via email on October 3rd with a description of the judging process, assigned poster information (title, abstract, and program summary with no author's names), and Poster Evaluation sheet. Paper copies of these packets and evaluation sheets were provided to each judge on the first day of the convention as they arrived onsite.

Judges were encouraged to review their assigned posters prior to the poster sessions and to ask questions to authors during the sessions. Judges were encouraged to rate each poster on a scale from 1 to 5 on the following criteria:

- Content (clarity, methodological soundness, contribution to the field)
- Visual Presentation (clarity, flow of information, aesthetic appeal)
- Other considerations (e.g., oral presentation)

After each poster session, all judges convened for approximately 20 minutes to discuss their reviewed posters. All judges then re-reviewed the top-rated posters before selecting two finalists per poster session. A total of four monetary awards (\$100 each) were given to first-authors of posters during the closing ceremony.

VI. Summary and Suggestions for Improvement for the 2020 Convention Planning

This year, the Poster and Sessions committees merged into one committee. We had one “senior” member from each previous committee, and one new committee member for a total of three co-chairs. One challenge of this new merge was an understanding of the timeline and specific tasks involved with planning both the Poster and Sessions. We highly recommend that this document (and perhaps previous convention reports) are shared with all new committee co-chairs. This would provide greater context for the new committee members and would help ensure that recommendations are reviewed by the incoming committee members.

Below we describe some other challenges we faced and some recommendations in moving forward:

A. Proposal Review Process

- Assign three reviewers per abstract for sessions (interactive sessions, difficult dialogues, research symposium) to account for discrepancies between reviewer's ratings.

- Consider more extensive outreach to recruit reviewers that represent the diversity within AAPA and various levels of expertise (e.g., graduate student, post-graduate, and professional).
- Consider asking reviewers to provide their demographics and type of expertise when they apply to review proposals.
- Determine cut-off scores well in advance and consider different cut-off scores for the different submission types (e.g., interactive sessions vs. research symposiums). There were far more interactive sessions submitted this year compared to all other types of sessions.

B. Communication with Authors

- We had initial issues with our email address: aapa.sessions@gmail.com and one of our committee co-chairs could not obtain access due to the Google account. We advise creating a new email account that is specific to the 2020 convention.
- Related to this, we had issues with authors receiving information sent by the Dryfta email campaign. This could be due to the issue that we were using last year's Dryfta account, or that incorrect emails were provided with authors submitted their abstracts. We recommend consulting with Dryfta directly to immediately resolve these issues.
- We highly recommend posting any important scheduling/programming information directly on the convention website well in-advance. We had issues with order of authorship, authorship spelling, titles, and poster presentation dates. Having this information directly on the website would allow for clear communication and for authors to contact us before the program goes into printing. We suggest working with Programming committee early on to plan for this change.
- We also recommend providing authors with a firm deadline to submit any changes to titles, order of authorship, and/or presentation times to avoid last minute changes.

C. Poster Sessions and Judges

- We recommend recruiting judges while considering their expertise in methodology (e.g., quantitative, qualitative, mixed-methods) and area of psychology (e.g., clinical, counseling, experimental), and then assigning posters to judges based on their expertise.
- Several judges mentioned that it would have been helpful to have at least two judges rate each poster. Thus, we recommend having multiple judges rate each poster, if possible.
- Some judges also found the rating system ambiguous. Thus, it would be helpful to revisit the rating system to see if it can be clarified and streamlined.
- To make the judging process as efficient as possible, we recommend assigning poster numbers to each poster ahead of time and printing out these numbers in advance.
- Having the poster schedule with poster numbers, titles, and all author's names on the convention website ahead of time would clear up any confusion of poster number assignment and scheduled times.
- We recommend having extra binder clips (approximately 5 binder clips per poster). Many poster presenters did not bring these materials.

Book Sale Committee

Co-Chairs: Sunny Ho, Chi Yeung, & Kevin Yabes

I. Book Drive Statistics

	2015	2016	2017	2018	2019
# of Books Donated	177 (172 books & 5 DVDs)	311	119 (274 books & 5 DVDs)	353 (including leftovers)	257 (including leftovers)
# of Publishers & Authors Contacted	112	127	155	161	161
# of Publishers / Authors Donated	35	91	63	55	33
# of Books / DVDs Sold	146	183	175/2	125	157
# of Books / DVDs Leftover	31	128	94/3	200	100
Total Sales	\$1513	\$1451.50	\$1900	\$3508.40 (including tees sales)	\$3029.79

II. Overview of Timeline and Planning Activities

3-4 Months Before Convention	
Due Date	Task
04/07	Start creating a new Excel spreadsheet for new books. Copy template materials from 2017 to 2018 folder for use/reference.
04/07	Devise plan for finding some new titles (~25-50 per co-chair?)
04/07	Account for leftover books <ul style="list-style-type: none"> Determine how they'll be shipped to convention site
04/07	Set deadlines for gathering new titles for new book list. Be sure to create enough time for this <ul style="list-style-type: none"> Genres: children's/teen books, Asian/Asian American psychology, multicultural psychology, Gender studies, social justice, Asian/Asian American studies, general psychology
04/07	Set time frame as ABSOLUTELY deadline for sending book donations
04/07–04/21	Familiarize yourself with aapabookdrive email and Google Drive folder <ul style="list-style-type: none"> Review previous Book Drive emails in the aapabookdrive gmail to familiarize with process.
04/21–06/23	Start adding new titles and contact information to publishers to spreadsheet <ul style="list-style-type: none"> 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

	<p>Amazon, provide different prices and may not always have the most updated information)</p> <ul style="list-style-type: none"> • 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) • http://talkstorytogether.org/asian-pacific-american-book-list/ • Be sure to compare with 2018 left over list to avoid duplicates • Look to 2016-2017 lists (archive) for titles
05/17	<p>Communicate with convention co-chairs and committee members to:</p> <ul style="list-style-type: none"> • Confirm where books can be sent/mailed to • Confirm the point person who will bring the books to the convention location
06/23–07/28	<p>Send out mass list-serv email to AAPA asking if anyone has title recommendations</p> <ul style="list-style-type: none"> • See email templates in 2018 Archive
06/23–07/28	<p>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</p>
06/23–07/28	<p>Change email signature to reflect current Book Drive co-chairs</p>
End of June	<p>Confirm with convention committee about being included in AAPA newsletter</p>
End of June	<p>Draft newsletter to promote book sale (see 2018 templates/e-mails)</p>
2 Months Before Convention	
07/06	<p>Email Finance Officer: Confirm with AAPA Finance Officer about payment method, cash box, and Square card reader</p>
07/06	<p>Confirm with Programming Committee if they need:</p> <ol style="list-style-type: none"> 1. List of book drive sponsors 2. Other book drive info for convention <p>Look through 2018 Book Drive folder for all this information</p>
07/06	<p>Ask heads of planning committee and AAPA Finance Officer to confirm getting cash for change, \$1s, \$5s, \$10s, \$20s</p>
07/20	<p>Confirm # volunteers with AAPA Volunteer/Planning Committee; we had 9 total volunteers in 2018, two per shift (each shift= 2 hours)</p>
07/28–08/04	<p>Send out first round of solicitation emails to publishers</p> <ul style="list-style-type: none"> • An email template is located on the shared drive • Indicate on the email that 9.15.2019 would be the preferred deadline to send in books • Each co-chair is responsible for their own sections • All emails should be sent from the aapabookdrive email (tag all emails that you send with your name to keep track) • Check email aapabookdrive email regularly to respond to contacts, thanking them for their response regardless of their decision • Update the excel spreadsheet as needed indicating their decision and if possible number of books that will be send
08/11–08/18	<p>Send out second round of solicitation emails to publishers who did not respond to first email</p> <ul style="list-style-type: none"> • A follow-up email template is located on the shared drive • Indicate on the email that 9.15.2019 would be the preferred deadline to send in books • Update the excel spreadsheet as needed indicating their decision and if possible number of books that will be send
1 Month Before Convention	

09/08	Email PowerPoint Book Drive reminder slide to Sessions Committee
09/08	Convention Copy for convention booklet to planning committee
09/08– 09/15	Start drafting Book Drive Schedule
09/15	Confirm how much start-up cash will be provided? (account for this when calculating sales) – Sunny
09/15– 10/05	Ask marketing people (social media chairs, etc.) to promote Book Drive.
09/01– 09/29	Determine whether prices of books need to be adjusted
09/15– 09/29	Email Book Drive newsletter to editors/Programming committee (to include in AAPA program) <ul style="list-style-type: none"> 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.
09/22– 09/29	Create instructions sheet and divide tasks for volunteers
09/22– 09/29	Review logistics: <ul style="list-style-type: none"> Packing list Itinerary Any instructions sheets Book Sale Transactions instructions (where to store cash? calculating? credit/debit payments?) 4 hardcopies of Book Record sheet Layout of Book Drive (i.e., location of book drive at convention space, layout of books/tables)
09/22– 09/29	Confirm number and titles of donated books <ul style="list-style-type: none"> This will be an ongoing process as books are received
09/22– 09/29	Make final list of books w/calculated prices, make fit columns to page (horizontal)
09/22– 09/29	Confirm sales schedule (original price, discounts, coupons, etc.)
09/22– 09/29	Make packing list <ul style="list-style-type: none"> Book inventory/transaction sheets Volunteer instructions Book sale signs Pens Marker Sticky notes Laptops etc.
09/23– 10/03	Try run through online credit/debit payments for books, <i>if necessary</i> <ul style="list-style-type: none"> Payment process Where to view total revenue
09/29	Determine co-chair schedule rotation (who will supervise which session shift)
09/29	Send out emails to AAPA list-serv reminding people to make room in bags for books! <ul style="list-style-type: none"> Also include advance prep for ensuring all book prices (list and original) are accurate
10/05	Ask marketing people (social media chairs, etc.) to promote Book Drive.
1-2 weeks after Convention	

The above timeline was a modified timeline that was created by our 2018 senior co-chair Ankita Krishnan. Because it worked well this years senior co-chairs Sunny Ho and Chi W. Yeung adapted it again for this year's drive. Overall, this years drive was a big success and we earned a majority of our sales from books. In total \$2931.79 was a earned through selling books alone with the rest of the money coming from shirt sales.

Volunteers: the number of volunteers and time shifts worked well for the book drive this year.

III. New Tasks or Innovations

- A concerted effort was made to expand books selections beyond the interests of East Asian AAPA members. We should to get books that would particularly appeal to our DoSAA members.
- A new pricing system was created wherein price sheets were scatter around the book drive table so buyers could look up prices themselves. Buys would look at the original price on the left of the sheet and found the AAPA book drive price on the right.
- To maximize the amount of money we could earn, the committee decided to do away with 50% coupons that would have taken away a lot of the profits that could be made.
- The book committee decided change the pricing for this year's book drive.
 - AAPA book drive price were initially 15% off the retail price
 - We would have sales throughout the convention days (15%, 30, and 45%) that would be taken off the AAPA book drive price
- Sales were not announced in advance and would change without notice to incentivize buyers to return to the book drive table.
- We decided to have sales at the end of the day with the biggest sale happening in the last 1.5 hour before the end of the convention
- When using the Square we inputted the word "book" or "shirt" in the notes different types of sales to track what was being sold.

IV. Challenges Faced and Suggestions for Next Year

- While the space at SDSU was beautiful, the book drive was set up a little too far from convention traffic. Although we had a lot of traffic flow on Friday many of the people coming through our book drive were students who were not part of the convention. Those who wanted to visit the book drive had to make a concerted effort to come find us. We would suggest that future book drives be closer to break out sessions and/or near the registration. On the second day, the positioning of the book drive was perfect as it was situated near registration table AND near the stairwell were all attendees had to pass. Finding a comparable position would greatly improve sales for next year.
- Because book drive and registration used the same Square it was difficult to separate what sale belonged to who without reconciling it with the registration co-chairs. While this was a difficulty it was discovered soon enough that a system was developed (listed above) to help denote what sale belonged to the book drive. We would suggest that future conventions either use separate Squares or all committees who use to Square denote what sales belong to time.
- It would be helpful in future the announce the presence of the book drive during major events of the convention (e.g. opening statements, keynotes, etc).

Mentor/Mentee Committee

Co-Chairs: Van Phan, Alicia Ibaraki, & Calvin Sims

This year, the convention moved back to a two-day convention which allowed us more flexibility in the planning of our mentor-mentee activities. We planned two mentor-mentee activities: 1) a formal mentoring hour (1:35pm-2:25pm) after lunch where mentors were grouped by themes at tables, allowing mentees to come and go from the tables throughout the hour as best fits their needs and interests, and 2) informal mentoring throughout the convention where those interested in mentoring would be designated by a red bow on their badge, indicating that they are “open” for mentees to approach them and ask mentoring-related questions. Those interested in participating as a formal mentor indicated their interest upon their conference registration. Those interested in participating as an informal mentor were able to obtain a red bow from the registration table. Additionally, we took on the responsibility of planning the social hour on the first day of the conference where all attendees could meet, great, and mingle with fellow members of AAPA. Awards were presented at the social hour and refreshments were provided.

Prior to registration opening on Dryfta, the mentor-mentee committee worked with the registration committee to include the following question on the registration form: “Would you be interested in being contacted with more information about serving as a mentor during mentoring events at the 2019 Asian American Psychological Association.” Mentor-mentee was cautioned by previous mentor-mentee co-chairs that it is important to make it clear that the mentoring events are limited to the convention, as in the past, people thought they were signing up to participate in a mentoring program that existed year round. Once early registration closed, registration sent mentor-mentee a list of individuals who had expressed an interest in being contacted with additional information.

All those interested in participating as mentors were sent a survey link that gauged the following:

- 1) Identifying information (e.g., name and email)
- 2) I am interested in participating in: 1) formal mentoring only, 2) informal mentoring only, and 3) both informal and formal mentoring.
- 3) Topics I would like to mentor about in the formal mentor/mentee session are (list up to 4; e.g. applying to graduate school, grant writing, starting a lab, being AAPI at a PWI): ...
- 4) Job title and affiliation as you would like it to appear on the mentoring program (e.g. Associate Professor, University of X)

The survey was re-sent a second time after online registration was closed.

Committee members compiled responses, paired mentors based on topics of interest, and emailed the mentors four days prior to the convention to confirm their participation, inform them of the logistics of the formal mentoring session (e.g., time, place, table number), and detail the topics they will be covering. In future years it would be advisable to send the confirmation email more than four days in advance. It would also be advisable to follow up individuals who sign up to be mentors but are still in graduate school- many of the individuals who did this wanted to be mentees, not mentors.

Mentoring session took place in a single room with 15 tables and four chairs to each table. About eight extra chairs were brought in to better accommodate the number of mentees, though we took care to remain under capacity to not alert the fire marshal. There was roughly around 30 mentors and at least 40 mentees. There was some confusion in that around five of the people who indicated that they were interested in being mentors thought that they had signed up to be mentored, so they were removed from the mentoring program (though they were still allowed to participate as mentees, of course). There were also a few people who wanted to engage in formal mentoring as mentors, but did not indicate as such upon registration, so we were able to replace those that were not interested in being mentors.

In future years, it would be helpful to either have 1) student volunteers or 2) signage to direct individuals toward the mentoring space, particularly if it is not a room being used during the rest of the convention.

Topics included: Applying to academic postdoctoral fellowships, applying for clinical/counseling internships & postdoctoral fellowships, applying to graduate school, being AAPI in a PWI, challenges specific to AAPI women, clinical work (in academic setting, community), early career issues, editing a journal, grant writing, integrating social justice & advocacy into your career, international issues, leadership, LGBTQ+ issues, teaching, tenure & promotion, private practice, publishing, research careers, success in graduate school, work-life balance, and working with masters-level students

Mentees were asked to sign in by providing their name and email. This list was used to distribute survey links in order to obtain feedback for future mentor/mentee committees.

Mentees were asked to sign in by providing their name and email. This list was used to distribute survey links in order to obtain feedback for future mentor/mentee committees. Only three attendees responded to the survey. The aspects of the formal mentoring session they enjoyed the most were: (1) being able to get feedback from people in the field and (2) having lots of available mentors. The suggestions we received to improve the mentoring session for first-time attendees in the future were: (1) to have some sort of time limit for people interested in speaking with multiple mentors and (2) using a larger physical space for the event.

Banquet Committee (To be updated)
Co-Chairs: Katherine Sheu & Loretta Hsueh

Overview

Overall, the banquet was well received based on the feedback from attendees, the performers, and other committee members. There were around 200 total attendees, although there were only initially roughly 135 tickets reserved prior to the day of the Convention. The total cost of the banquet was \$10,582.06, which included shuttle service.

This year's Banquet was held at **Encore Events** in San Diego. A total of 25 tables were reserved. Each table cost was \$394.50, based on a pre-selected menu that totaled \$9,862.50. The Banquet hall itself was \$2,750.00. There was also a DJ included for \$399.00 and a cash bar for \$199.00, which the venue required us to get as a whole package. They added in a free photo booth with printed photos for the whole night. The entire amount was \$14,234.31 and they gave us a nonprofit discount of \$3,900.00, which came out to a total of 10,032.06 with tax.

The shuttle service was \$550 for as many round trips for one shuttle from the convention site to the banquet. A shuttle was decided this year due to the remote location of the convention and banquet location. Attendees did utilize the shuttle, which many reported as helpful and got everyone to the venue at an appropriate time.

Major Tasks/Assignments

- Venue:
 - ⊖ Held at the **Encore Events** in San Diego, CA. The Co-Chairs contacted the manager of the restaurant, Leo and Claire Katz 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 consideration of allergies and diet of our attendees. The food was of a variety of Asian food. There was a cash bar for alcoholic beverages.
- Entertainment/DJ
 - There was a DJ at the venue who played songs based on their own discretion as well as if there were any requests from the attendees. We also had the San Diego Lao Heritage Dancers that performed for us.
- Transportation
 - There was a shuttle provided for the event. The venue was approximately 8.7 miles and the time it took to drive was about 20-30 minutes depending on traffic. There was no easy means of transportation other than shared-ride or driving oneself.
- Ticket sales, distribution, and collection:
 - Banquet tickets were initially sold online with the registration of the convention. At the end of the registration, there were roughly 135 tickets sold, and more tickets were sold on site of the conference registration as well as at the banquet. The numbers are unclear as the documents were lost during transportation. There were also many VIP and people that were exempt from paying the banquet.

Challenges

- The location of the restaurant was more remote than desired, however due to the location being in San Diego and with such a large group of people, there were limited space available. This is especially so during this time of the year as many people were booking sites for weddings 6-12 months ahead of time.
- It would be beneficial to gather a list of potential VIPS and guests a week or two before Convention to ensure that enough seats are reserved and no confusion. There were many people that they said they were supposed to be comped, but the banquet committee members were not aware of it, which made it difficult and awkward even for the members saying they are supposed to be comped.
- Prior to booking the venue, there were issues with making payment and who should make what payment. If this can be figured out prior to booking, things could run more smoothly and create less confusion and e-mailing back and forth trying to figure it out.
- It would be helpful if during registration that there is something figured out separate for banquet. This is because people who registered for the banquet on site did so when they registered on site, and this makes it difficult to see the number of people and amount for the banquet.
- I think it will be important for the entertainers to pay ahead of time in the future, so it does not create any confusion.
- The Lao dancers were well received, however it was a bit long and it was too late to ask them to cut it short as it was initially thought to be a few minutes introduction. Nevertheless, it was well received.

Costs

Expenses

- Venue: 10,032.06 (food included)
- Shuttle: \$550
- **TOTAL EXPENSES: approx. \$10,582.06**

Revenue

- Ticket sales: \$3620.00 (documented by registration)
- Should be much higher than this as the dancers paid as well, for 11 people.
- Documents are missing.

Net cost:

Volunteer Committee

Co-Chairs: Joanna Maung & Ronae Matriano

Communication with Committee Co-Chairs

During early July, email correspondence was sent to each of the committees to determine how many volunteers would be needed for the convention and what all of the volunteer duties would entail. This email correspondence was crucial in later formulating the scheduling and roles for all of the volunteers.

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 lunches, and a discounted ticket to the annual banquet this year.

Recruitment began with a call for volunteers using the AAPA member listserv on July 9, 2019, approximately three months prior to the convention. Individuals who were interested were instructed to fill out a brief online contact form. Starting July 19th, the co-chairs began emailing volunteers to confirm that they were accepted as volunteers for the convention. A second call for volunteers was posted on the listserv in order to recruit more members. By the last week of July, the list of student volunteers reached 50 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 September, the list was finalized with 50 volunteers and approximately 10 on the waitlist.

Volunteers were asked to use an online discount codes that were provided by the Registration co-chairs. Volunteers had to register two separate times if they were planning to attend the banquet at a discounted rate. They were instructed to register as soon as possible and choose their respective lunches if interested.

Volunteer Assignments

Each volunteer was assigned two shifts during the convention, totaling 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:

- Providing on-site registration and convention packets/name tags; helping collect money if needed

Booksales:

- Assist with preparation of book sales, manage book sales, help advertise

Social Media:

- Help manage social media, post to accounts throughout the day

Refreshments:

- Assistance with set-up, food distribution, clean-up

AVI/Floater:

- If issues arise, volunteer will help monitor/troubleshoot presentation equipment during breakout sessions. Additionally, volunteer will assist with any other events/tasks as needed by convention teams.

CE Sessions:

- Attend CE session and ensure that everyone attending for CE credit signs in and out properly.

Banquet:

- Assist with sign-in and preparation for the AAPA banquet, assist with any events/tasks as needed by the banquet committee

Posters:

- Help with poster set-up, guide presenters to their posters, help take down posters after the poster session

Recommendations

- During the convention weekend, we were informed that some of the volunteers did not sign up for their free lunches during the convention, despite this being communicated in our email correspondence. In order to avoid this dilemma next year, it is recommended that volunteer co-chairs communicate with the registration committee well ahead of convention weekend in order to determine if volunteers have appropriately/properly registered for the convention.
- 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.
- Many of our volunteers were not aware of their poster presentation day/times because these announcements were not yet made. As such, we had to exert some flexibility with volunteer scheduling. In this case, it is recommended that, if possible, volunteers should be aware of their personal presentation times prior to signing up for a volunteer shift/role.
- Volunteers who need to switch shifts because they would like to attend a session/presentation should be encouraged to take their initiative in reaching out to other volunteers on the same committee. It creates too much back and forth for the volunteer committee co-chairs to attempt to switch volunteers.

- We recommend scheduling volunteer shifts before and after the convention starts/ends to have assistance with setting up and cleaning up. It is particularly important to schedule more individuals during the early morning registration shift, as it tends to be a high traffic time.
- 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. This was especially helpful during this latest convention as extra volunteers helped with stuffing bags and putting the brochures together.
- We recommend having close communications with other committees prior to and during the convention 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.

AVI/Refreshments Committee

Co-Chair: A. Kamille Conanan

Major Tasks

- Choose menu options that keep in mind various dietary needs, affordability, and variety of preferences.
- Coordinate with SDSU Catering to place orders, confirm locations, and set up drop-off and pick-up times.
- Collaborate with Registration Committee to collect food orders and food tickets.
- Oversee and support committee volunteers in distribution of refreshments.

Positives

- Plenty of food to go around.
- SDSU did most of the heavy lifting, transporting and setting up refreshment areas.
- Distribution went smoothly - signs were clear and expedited distribution.
- Committee stayed relatively within budget.

Challenges

- No co-chair to support with AVI and Refreshments simultaneously.
- Limited ordering options due to SDSU catering having specific guidelines for outside vendors.
- Some volunteers were unclear about ordering lunch and did not place orders.
- Tickets were not stuffed prior to registration and attendees had to return to registration and wait in line to obtain tickets.
- There was an overflow of food. It was nice to have left-overs, but could have saved money if less refreshments were ordered.
- Coffee was limited between meals.

Costs

- SDSU Catering - Please see Catering Contract with SDSU in appendix for more details on expenses.
 - Subtotal: \$7596.75, Tax: \$588.74, Total - \$8185.49
 - Breakfast 10/4/19 - Subtotal: \$2056.00
 - Lunch 10/4/19 - Subtotal: \$1959.00

- Breakfast 10/5/19 - Subtotal: \$1986.50
- Lunch 10/5/19 - Subtotal: \$1595.25
- Rite Aid Purchase: \$11.82 was spent on two hand sanitizer bottles and a box of ziplock bags.

Recommendations

- Consider ordering more soy milk, gluten-free breakfast options
- Confirm that volunteers have made lunch orders and review final orders to ensure that enough lunches are ordered for the volunteers.
- Stuff food tickets in badges the before registration opens.
- Assume that less people will be there for breakfast, order closer to cover feeding $\frac{2}{3}$ the amount of attendees rather than the full amount.
- Ensure that lead has a co-lead in the future to ensure passing on of information and sharing of responsibilities.
- Consider separating Refreshments Committee from AVI Committee and potentially combine Refreshments Committee with Registration Committee for two reasons. One, supporting AVI as well as refreshment needs simultaneously led to very little time for committee lead to be engaged in the conference in other ways, e.g. limited time to attend conference sessions or potentially present. With refreshments and AVI combined, without a co-lead, lead was unable to participate in conference activities when AVI needs occurred or when catering needs occurred.

AVI

Major Tasks

- Delegate responsibilities amongst volunteers. This year, because AVI support was provided by SDSU, committee lead assigned various presentation rooms for volunteers to check-in with.
- Inform volunteers of steps to take if any AVI challenges came up.
- Support presenters with obtaining supplies, e.g. poster paper, markers, etc., and answering general logistics questions, e.g. locations and times presentation rooms would be opened, as needed.

Positives

- SDSU campus was the main contact for AVI and readily available via phone. Few AVI needs were reported.
- Break out rooms were all relatively close to each other, making it easy to check-in with all presenters.
- Committee lead was local, had transportation readily available, and was familiar with campus resources making it easy to provide extra materials available to presenters. Important to consider how to support in getting materials e.g. extra copies, poster paper, markers, and binder clips, for future conferences.

Challenges

- Committee lead was not informed that committee would be receiving volunteers until a few days before conference.
- Having only one committee lead between Refreshments and AVI made it difficult to respond to general AVI/presentation questions at times.

Costs

- None.

Recommendations

- Improved communication with volunteer committee about potential volunteers being assigned to committee.
- Having a committee lead dedicated specifically to AVI/supporting presenters with obtaining materials. This role could potentially be better combined with Programs Committee.
- Look at room assignments in advance to see how to split AVI duties amongst volunteers.

- Because volunteers were checking-in with presenters, they were often asked by presenters for extra materials. Exploring how to address these needs moving forward may be an important consideration for Programs/AVI committee.

Media Committee

Co-Chairs: Kevin Lau & Lorna Chiu

- Designed Convention flyer and logo
 - See attachments
- Hotel/Lodging
 - Researched rates of nearby hotels and forwarded information to Convention Co-Chairs and Banquet Committee
- Publicity outreach
 - Posted advertisements and general information (e.g., schedule, registration) on AAPA listserv
- Social media advertisements
 - Continued to manage Facebook page
 - Created new Instagram page (@aapaonline) to be used for annual convention and general AAPA news
 - Gained over 100 followers since its creation in Aug 2019
 - Continued to post on Twitter
 - Hashtags: #aapa2019 #makingwaves #breakingbambooceiling
 - Created new email: aapamediacommittee@gmail.com (used for signing into Instagram)
- Convention volunteers
 - Volunteers' duties included:
 - Posting updates (e.g., logistics, scheduling, programming, convention photos) on Instagram and Twitter accounts throughout days of convention
- Suggestions for next year
 - Remain active on social media
 - Allow access to social media accounts to highly active AAPA members to post at their discretion during AAPA convention and during off-season to maintain the account and encourage followers.

- Develop a timeline of tasks and social media posts early on. Begin social media posting to advertise convention at least a 2-3 months before convention date
- Coordinate with other committees and divisions for advertising
 - E.g. Work with registration, banquet, volunteer committees to ask for material to post and encourage interest

APPENDIX A

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 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.

REVIEW APPROVAL

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.

ADVERTISING/PROMOTIONAL MATERIAL

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.

DAY OF THE WORKSHOP

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.

Asian American Psychological Association

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](https://AAPA2018.DRYFTA.COM)

**REGISTER
ONLINE AT**

**[HTTPS://AAPA2018.DRYFTA.COM
/EN/4-BUY-TICKETS](https://AAPA2018.DRYFTA.COM/EN/4-BUY-TICKETS)**

