



# AT Expo 2022

## Proposed Plan

### Potential Event Dates

Week of June 6, 2022

Week of June 13, 2022 (could be tied into ATAC Meeting)

### Event Information

The inaugural Florida A.T. Expo 2022 hosted by FAAST will spotlight the most popular assistive technology (A.T.) devices available today.

As technology advances, Floridians need up to date information on what technologies will work best to improve their quality of life. The Florida A.T. Expo is a free virtual event that is open to Floridians of all ages. This Expo will bring together assistive technology vendors and manufacturers to showcases devices that can help individuals who have a disability live, work, and play! Assistive technology device topics will include vision, hearing, speech communication, learning, daily living, mobility, and many more!

Join FAAST on June 14-17, 2022, to learn about assistive technology and how it can help you.



## Event Schedule Options

### Option 1 – 3 Days @ 7 hours (18 hours of content)

	Day 1	Day 2	Day 3
Opening 15-30 minutes	Welcome/Highlights for Day 1 What is FAAST?	Recap Day 1/Highlights Day 2	Recap Day 2/Highlights Day 3 AT Award
Session 1 30 minutes	Vision	Hearing	Speech Communication
Session 2 30 minutes	Vision	Hearing	Speech Communication
Session 3 30 minutes	Vision	Hearing	Speech Communication
Session 4 30 minutes	Vision	Hearing	Speech Communication
Session 5 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living
Session 6 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living
Session 7 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living
Session 8 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living



Session 9 30 minutes	Environmental Adaptions	Computer Access	Recreation, Sports, and Leisure
Session 10 30 minutes	Environmental Adaptions	Computer Access	Recreation, Sports, and Leisure
Session 11 30 minutes	Environmental Adaptions	Computer Access	Recreation, Sports, and Leisure
Session 12 30 minutes	Environmental Adaptions	Computer Access	Recreation, Sports, and Leisure

### Option 2 – 4 Days @ 6 hours (20 hours of content)

	Day 1	Day 2	Day 3	Day 4
Opening 15-30 minutes	Welcome/ Highlights for Day 1 What is FAAST?	Recap Day 1/Highlights Day 2	Recap Day 2/Highlights Day 3 AT Award	Recap Day 3/Highlights Day 4
Session 1 30 minutes	Vision	Hearing	Speech Communication	Environmental Adaptions
Session 2 30 minutes	Vision	Hearing	Speech Communication	Environmental Adaptions
Session 3	Vision	Hearing	Speech Communication	Environmental Adaptions



30 minutes				
Session 4 30 minutes	Vision	Hearing	Speech Communication	Environmental Adaptions
Session 5 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living	Computer Access
Session 6 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living	Computer Access
Session 7 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living	Computer Access
Session 8 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning	Daily Living	Computer Access
Session 9 30 minutes	Vehicle Modifications and	Vehicle Modifications and	Recreation, Sports, and Leisure	Recreation, Sports, and Leisure



	Transportation	Transportation		
Session 10 30 minutes	Vehicle Modifications and Transportation	Vehicle Modifications and Transportation	Recreation, Sports, and Leisure	Recreation, Sports, and Leisure

### Option 3 – 2 Days @ 9 hours (16 hours of content)

	Day 1	Day 2
Opening 15-30 minutes	Welcome/Highlights for Day 1 What is FAAST?	Recap Day 1/Highlights Day 2 AT Award
Session 1 30 minutes	Vision	Hearing
Session 2 30 minutes	Vision	Hearing
Session 3 30 minutes	Vision	Hearing
Session 4 30 minutes	Vision	Hearing
Session 5 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning
Session 6 30 minutes	Learning, Cognition, and Development	Mobility, Seating, and Positioning
Session 7 30 minutes	Learning, Cognition, and Development	Vehicle Modifications and Transportation
Session 8 30 minutes	Learning, Cognition, and Development	Vehicle Modifications and Transportation
Session 9 30 minutes	Speech Communication	Environmental Adaptions



Session 10 30 minutes	Speech Communication	Environmental Adaptions
Session 11 30 minutes	Speech Communication	Environmental Adaptions
Session 12 30 minutes	Speech Communication	Recreation, Sports, and Leisure
Session 13 30 minutes	Daily Living	Recreation, Sports, and Leisure
Session 14 30 minutes	Daily Living	Computer Access
Session 15 30 minutes	Daily Living	Computer Access
Session 16 30 minutes	Daily Living	Computer Access

### Potential Ad-On Sessions

AT Specialist Meetup

Regional Meetup

After Hours Debrief

### Target Audience

Individuals who use AT

Family Members of Individuals who use AT

Professionals/Partner Organizations interested in AT

Goal: 150 registered; 75 attend

### Sponsorship Opportunities

First come first serve or allow multiple of each level?



## **\$1,000 Sponsor**

Welcome remarks at welcome session of your choice

5 social media posts post event on FAAST social media platforms (Facebook, Twitter, Instagram, and LinkedIn) to be send at your choice before September 30, 2022

Pre and Post conference email to attendees and/or promo video

Company name on marketing and event materials

## **\$500 Sponsor**

3 social media posts post event on all FAAST social media platforms (Facebook, Twitter, Instagram, and LinkedIn) to be send at your choice before September 30, 2022

Pre-conference email to attendees and/or promo video

Company name on marketing and event materials

## **\$250 Sponsor**

Pre-conference email to attendees and/or promo video

Company name on marketing and event materials

## **Budget**

### **Income**

\$1,000 Sponsor (x1)

\$500 Sponsor (x4)

\$250 Sponsor (x8)

Total Income: \$5,000



## Expenses

ASL Interpreters (\$70/hour @ up to 22 hours) \$1,540

CART (\$125/hour @ up to 22 hours) \$2,750

Zoom (included in FAAST annual agreement) \$0

Graphic Design (included in FAAST annual agreement) \$0

Total Expenses: \$4,290

## Timeline and Checklist

### February 2022

Review event plan

Create sponsorship packets

Create registration form

Update 2022 Michael Phillips AT award info

### March 2022

Finalize event plan (if needed)

Book ASL and CART providers

Begin communications campaign

Reach out to AT vendors to present (send sponsorship info)

Send dates to 2021 Michael Phillips AT award winners

Send 2022 Michael Phillips AT award out

### April 2022

Continue with communications plan



Continue with confirming presenters and sponsors

## May 2022

Finalize presenters

Set up recording space in FAAST office

TAC to vote on Michael Phillips AT Award winner

## Two Weeks Before Event

Schedule presenter orientation (record and send to other presenters)

Final agenda completed

Complete script (if needed)

## One Week Before Event

Send event reminder to presenters and attendees with Zoom links

Send event info to award winners

## Day Before Event

Send event reminder with Zoom links

## Day of Event

Send day of event reminder with Zoom links

## 1-5 Days After Event

Create and send post event email

Write thank you notes to presenters, volunteers, staff, and others as appropriate

Complete written evaluation of the event with suggestions for future events



Coordinate event story and photographs with communication plan

Send email addresses to Bella Business Solutions to add to database

Order and ship AT awards to winners

# December 2021 AT Expo Subcommittee Meeting

## Minutes

December 7, 2021



### 1. Opening

Mr. Eddie Hall opened the first meeting of the AT Expo Subcommittee. No member presented an issue with being recorded. The meeting was called to order at 1:00pm. Roll was called.

Members Present: Mr. Eddie Hall, Mr. Brandon Palermo, Mr. Paul Tobin, Mr. Enrique Escallon.

Staff Present: Ms. Whitney Doyle, Ms. Hannah Brock

### 2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. Mr. Brandon Palermo made a motion to approve the agenda. Mr. Hall seconded the motion. The agenda was approved without any objection.

### 3. Approval of Minutes

This being the first AT Expo Subcommittee Meeting there were no previous minutes to approve.

### 4. Recap on Technology Awareness Discussions

Ms. Whitney Doyle recapped the Technology Awareness Committee discussion of making the inaugural expo a virtual event to keep it manageable and to keep costs low. A model they looked at was a virtual one-day expo from North Carolina in which vendors had 30 minutes to showcase their devices and services. Ms Doyle is in favor of this concept and added the idea of tracks to organize the types of devices presented. Discussion ensued lead by Mr. Tobin about when and how frequently to hold the event, types of tracks, and associated costs.

### 5. Action Items

Ms. Doyle will research a timeline, list of appropriate categories, appropriate costs and a list of potential vendors in advance of the next subcommittee

meeting. She asks the committee member to send her any templates of previous expos/conferences which may be helpful.

Mr. Escallon did offer to assist with distributing sponsorship packages to foundations once they are ready. Ms. Doyle speculated they may be completed by February 2022.

## 6. Closing

Next Meeting- TBD. No Public Committee was made.

Mr. Hall made the motion to adjourn. The meeting was adjourned at 1:35pm.