



Preparing for Meetings with Boardbook

Monday, December 1, 2025

Board Room, Main Campus , 123 Yellow Brick Road, Austin, TX 12345

I. Welcome/Introduction

II. Sample Documents

A. Word Document

B. Excel Spreadsheet

C. PDF

D. Power Point Presentation

III. What is BoardBook?

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IV. BoardBook Basics - Agenda Manager View

A. Creating a Meeting

B. Editing a Meeting

C. Preparing Meeting Documents

D. Releasing Meeting Documents

V. BoardBook Basics - Public View

A. Integrate BoardBook Public View Link on Website

B. Improve Transparency and timeliness of posting public information while maintaining the security of confidential documents

C. Voting

VI. Summary of Extra Features

A. Email Notifications

B. Uploading attachments

C. Attendance taking

D. Note taking

VII. Wrap-Up/Q&A



# AASB's 72nd ANNUAL CONFERENCE

## Sponsor & Exhibitor Schedule

### WEDNESDAY, NOVEMBER 12

3:00 - 4:30 pm	Exhibit Hall Check-in & Booth Set-Up
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### THURSDAY, NOVEMBER 13

#### **Pre-Conference Day! Sessions go from 8:30 am - 4:30 pm**

Sessions includes *Experienced Board Member Academy, Ready, Set, Govern!*, and *Youth Leadership Institute*

7:00 am - 4:30 pm	Exhibit Hall Open (Breakfast starts at 7 am)
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12:00 - 1:30 pm	Attendee Lunch Break
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### FRIDAY, NOVEMBER 14

7:00 am - 5:00 pm	Exhibit Hall Open (Breakfast at 7 am, General Session at 8:00 am)
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11:15 - 11:45 am	Exhibitor Booth Exploration (Followed by Awards Luncheon from 11:45 am - 1:15 pm)
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5:30 - 7:00 pm	<b>June Nelson Memorial Scholarship Fundraising Auction</b> <i>All exhibitors &amp; sponsors are invited to attend, and donations are welcome!</i> This lively event raises funds for scholarships for students to use towards post-high school education.
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### SATURDAY, NOVEMBER 15

7:00 am - 12:30 pm	Exhibit Hall Open (Breakfast at 7 am, General Session at 8:00 am)
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12:00 - 12:30 pm	Exhibitor Booth Exploration
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After 12:30 pm	Booth Breakdown (Attendees will be at a Business Meeting starting at 12:30 pm)
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## Sponsor & Exhibitor Information BOOTH

Each Exhibitor will be provided with:

- One **8 ft x 2.5 ft** draped table and two chairs.
- Access to high speed wireless internet.
- Access to electrical outlets is available **upon request**.

Signs must either be the freestanding table-top variety or easily attached to the skirting around the table. *We are **not** able to adhere signs to the walls.*

## EXHIBITOR BINGO

All attendees will be given a “bingo” card with each exhibitor’s logo on it. If attendees visit each booth and get all boxes signed off, marked, or stamped, they are entered in a drawing to win a prize. ***You decide what criteria an attendee should meet to get your booth’s spot signed off!*** For example, attendees can answer a question, take a pamphlet, follow your organization on social media or find your website, etc. - or simply stop by.

**\*Box dimensions on the card are 1.25” x 1.25”**

## DOOR PRIZE DRAWINGS

**Door Prize Drawings** are done throughout the day on Sunday, and are highly anticipated and appreciated by our conference attendees. Door prize donations are a great opportunity to highlight your business to a large Alaskan audience. Donations are up to your discretion. Past items from contributors have included: Gift certificates, swag bags, art, etc. If you would like to donate an item as a door prize (*or a June Nelson Memorial Scholarship auction item*), please let us know!

## SPONSOR TRACK

We have a sponsor-specific session track that will be highlighted in the event app! We have hand selected sessions that we think would benefit a sponsor partnership, to understand more about the work that AASB does, and the needs of our membership. These sessions could also provide you with additional discussion opportunities and talking points with attendees. Look out for it on the app when it launches!