

Attendance - Another Google Form we provide to see who came to your forum and from where.

Evaluations - This form will allow you to gather feedback from your attendees, to the benefit of your staff and our group in order to know how successful it was and if it would possibly work in another region.

The COA mailing list, coa-l@ls.suny.edu, is always a great way to get the word out about your Regional Forum.

About COA

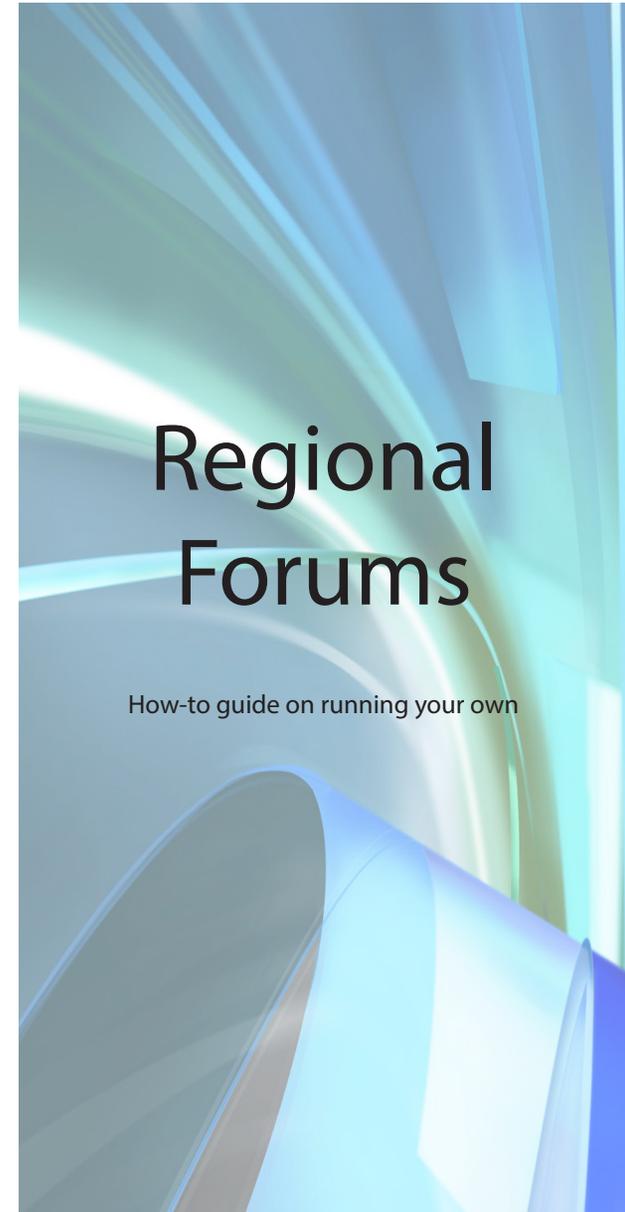
The Computing Officers Association (COA) is a collaboration of the 64 SUNY campuses in New York State. Its membership is made up of individuals from these campuses who are responsible for supporting technology. These areas of technologies include Academic Computing, Administrative Computing, Telecommunication and Networking.

COA is involved in the dissemination of information to its membership. It also coordinates conferences and forums, both state wide and regional, that provide information and training to its members.

How to Join COA

Go to <http://coa.suny.edu> and click on the Membership section.

For more information, visit <http://coa.suny.edu>
or email us at sunycoa@gmail.com.



Purpose

Purpose of COA Regional Forums:

-to involve members of COA (SUNY technology professionals) who are not able to attend major conferences

-to produce networking and learning opportunities not available on your campus

-to offer relationship-building opportunities among staff in similar positions

-to identify best practices that benefit your campus and SUNY as an institution

-to engage in problem solving that benefits from the collective knowledge, diverse approach, and practical experience of multiple campuses

The forums are meant to provide an informal, casual atmosphere for cross-campus collaboration of the IT staff at SUNY.

We need you!

We need volunteers to host these forums on their campus, which will give other local campuses an opportunity to discuss mutual topics and concerns over specific technology-related topics.

COA will even help by providing funding to the host campus to cover up to \$500 in expenses for your event. This could be used to cover lunch, handouts, a guest speaker, etc. Special requests will be considered and discussed with the COA Executive Board for approval.

Discussion Ideas

Not sure what to hold a Regional Forum on? Here is a list of examples of other forums that have been held recently :

- IT Emergencies and Disaster Recovery
- SUNY Federation, Technologies, Processes and Goals
- Networking
- Learning Management Systems
- Desktop Management
- Digital Media Facilities
- Information Security

Some other possible topics of discussion:

- Working in the Cloud
- Google Apps - How do you use them?
- Wireless Networking
- Identity Management
- Computer Labs
- Virtual Desktops
- Campus Printing

Creating an Agenda

Make a simple and reasonable agenda to adhere to. Here is what a sample agenda would look like for the topic of Networking:

- 10:00 AM: Introductions and finalize agenda topics
- 10:30 AM: Security issues and threats
- 11:15 AM: Intrusion Detection/Prevention
- 12:00 PM: Lunch (provided)
- 1:00 PM: Network Access Control
- 2:00 PM: Wireless issues
- 3:00 PM: End of forum

Things to Keep in Mind...

- If you have a fear of hosting a forum because you're not comfortable presenting to an audience, don't worry! Forums are meant to be more of a discussion with other members of your local SUNY community, not a lecture or a one-sided conversation.

- If you will be ordering food, figure out your total cost, logistics of ordering and setup for lunch, invoicing and final payment.

- Make sure you contact campus security and/or your parking office to give attendees the appropriate information so no one receives a ticket. Pass the necessary information on to the attendees so they know where to park.

- Preferred method of billing is directly to COA from the supplier. Please include a Tax ID for tax exemption. It would be best to email the invoices to the Treasurer, Host, COA Chair and Vice Chair. Timeliness is extremely important to avoid payment delay.

How COA Can Help

COA has many services available to you in order to standardize the process of putting together your Regional Forum. Although we would highly recommend using the forms we provide, you are welcome to use your own means to accomplish these tasks as well.

Registration - We can provide you with a Google Form for you to distribute through mailing lists and any other outlet you wish to promote your forum.