

**2010 National Cooperative Agricultural Pest Survey  
(CAPS) Conference  
December 1-3, 2010**

**Executive Summary of Conference Evaluations**

Seventy-eight evaluation forms were received out of 209 total participants registered (37.3%).

***Results***

- Based on the results of the evaluations received after the meeting, the goals and objectives of the 2010 National CAPS Conference were accomplished and were well received.
- Participants felt the meeting provided an appropriate opportunity for networking (98%), addressed the latest CAPS issues (93%) and provided sufficient interaction between PPQ and program stakeholders (88%).
- Participants would have preferred a three day CAPS meeting.
- Meeting content would have been more appropriate for three days rather than 2 ½.
- CAPS Fair was a highlight for most participants (95%); the fair included tables with brochures and displays, information booths, national pest identifiers, insect trap and lure demonstrations and state displays. Persons staffing the booths should be at their booths during the stated hours.
- Participants would have preferred more time for discussion at the breakout sessions.
- Hotel accommodations were satisfactory; however the workout room was not operational during part of meeting.
- Kansas City is a suitable meeting location with restaurants within walking distance (76%).
- Quality of refreshments and meals was acceptable; however snacks and other beverages in addition to coffee were requested during breaks.
- Banquet was beneficial to 82% of respondents and the peer recognition was well received.
- Participants felt the meeting provided an excellent opportunity to network and created an environment to share ideas.
- Comprehensive and collaborative planning played a key role in the overall success of the meeting. The meeting support staff was responsive (94%) and the registration process went smoothly. Paying the registration fee on site in cash was a hardship for some participants.

***Recommendations:***

- Continue the practice of planning for future *National CAPS Conference* meetings at least every two years on a regular basis.
- Continue the practice of inviting CAPS participants to be used as meeting facilitators that balance their facilitation skills with knowledge of the CAPS community. Meeting format

should include guest speakers, breakout sessions, CAPS Fair, national identifiers, USFS personnel, and have plenty of time for networking events. Meeting topics and the presentation focus needs to stay on CAPS issues, not on USDA. Speakers, facilitators and presenters should be CAPS personnel as much as possible.

- Peer group breakout meetings should continue and may be more useful if they occur on the first day of the meeting to help people get acquainted. It was felt that more unstructured networking time was needed during the peer group breakout session.
- Profile one or two success or creative survey program stories from state programs to be presented during the group meeting
- Provide lunch on site or announce a meeting location for new people to join up to go to lunch together (also for those who are not connected to other groups)
- 'Question box' and CAPS meeting evaluation form should continue to be used at next CAPS Conference meeting.
- Offer smaller multiple concurrent sessions to create more opportunities for discussion and participation. Breakout sessions need to plan to use microphones and provide enough space for participants who wish to attend. Rooms were too small and crowded and participants couldn't hear during KC sessions. Make power strips and power available for people seated with laptops.
- Allocate more time for discussion. Perhaps extending the breakfast period for longer than 30 minutes would facilitate networking and discussion.
- Supply a list of USDA and CAPS acronyms and definitions for newcomers.
- Create networking opportunities by encouraging meeting of new people through mixer exercises.
- E-mail abstracts and presenter bios to all participants at least 3 days before the next CAPS conference.
- For future meetings, IPHIS needs to be on the agenda, with emphasis on clarifying current users issues and to provide user friendly survey details for field personnel. This should include data collection tools and hardware information. New user training should be offered during the conference (or hold at the beginning or end of the meeting, if necessary).