
Conference Planning Meeting

Friday, 11/22/2024

Attendees

Lorraine, Kim, Sarah H, Sarah L, Michael, Beth, Jennifer, Mark, Mary Jo

Absent: Rebecca, Rachel C, Rachel B, Liz I

Note taker: MJ

Agenda & Notes:

Last Meeting Follow-up

1. UNYOC'24 Debrief
 - a. Review survey data
 - i. See aggregated report
 - ii. Feedback generally positive; link:
 - iii. Need speaker "wrangler"
 - iv. Negative response to 50/50 raffle
 - b. Discuss how to use the data gathered
 - i. Decoupling of CE and member business meeting - mixed; preference for business meeting to be coupled with conference and CE separate
 - ii. Most compelling feedback (speakers, CE, program, schedule)
 1. Schedule worked very well, mixed reaction to speakers but overall good; venue - universally loved, food was great; CE received four responses - all excellent
 2. CE ideas - systematic reviews, data analysis, emotional intelligence

New Business

1. Discuss date for online conference
 - a. October 7 - 9 or October 8 - 9
 - b. Send calendar invites to members who register for the virtual conference
 - c. How to ensure participation? How to drive attendees to break-out sessions?
 2. Propose conference schedule alternatives
 - a. Clear the deck for 1.5 days
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- b. Three half days - 2 AM, 1 PM
 - c. Use When2Meet.com
 - d. Replace one of the break-out sessions with a panel discussion
 - e. Solicite member content right away - January through March
 - f. As soon as speakers are confirmed, get info up on the website
 - g. As soon as member content comes in, approve and post in April
- 3. Vendor Support
 - a. Code for each vendor for a virtual passport
 - b. Proposal to vendors for financial support - conference and/or CE
- 4. Review speakers for 2025
 - a. Dr. Joe Stahlman
 - b. Dr. Brenda Ayers
 - c. Jode Millman
 - d. Note: Appoint speaker "wrangler" for inperson conferences

Action Items

- ☐ Contact keynote speakers in December - Mary Jo - 12/4/24
- ☐ Prizes/raffle for virtual meetings - Kim and Mary Jo
- ☐ Contact vendors with proposal - Mark and Jennifer
 - ☒ ~~Send email with NAHSL contact person to Jennifer 11/22~~
- ☐ New survey to UNYOC members (re: online schedule)
 - ☐ Compile and send survey for members to choose A) or B) options for days and use When 2 Meet for dates - Lorraine and Mary Jo

Next Meeting Agenda Items

1. Next Meeting: January __ , 2025