Conference Planning Meeting  
Notes

Friday, 07/18/2025  
─  
Attendees

*Mary Jo R.,*

*Absent: Sarah H., Lorraine P.*

*Note taker:*

# Agenda & Notes:

## Last Meeting Follow-up

1. **Registration Go-live**
   1. Zoom link - **DONE** 
      1. SH: Created a doc in shared Program Committee folder, will populate with the zoom links:  
         <https://docs.google.com/document/d/1z0YcKZ5Xrfq9CU9MPxs3QzdMwdYBl_NXzPALkwYpHIc/edit?usp=drive_link>
   2. Advertising email - **DONE and sent out 7/14/25**
      1. LP/LI/RK will draft emails for conference/CE registration to send to UNYOC members, and to other channels to invite non-members -
      2. **Separate email** for the business meeting will be sent to all UNYOC members.
         1. See notes from doc (above) about calendar invitation:   
            TO DO: MJR creates a calendar invite, to be held on people’s calendars, with the zoom link
   3. Finalize registration fees for virtual conference - **Done and posted**
      1. $60 for members
      2. $90 for non-members
         1. Non-members can join UNYOC for $25 and save $5
      3. Students: FREE!!!
         1. Logistics of student status to enable free conference registration
            1. Michael will look into updating the membership
            2. **Proof? Doesn’t matter** - this is the consensus.
2. **Vendor Update**
   1. Registration for vendors is now live
      1. **Notes**:
      2. Mark will send an email to vendors inviting them to register
      3. Jennifer met with many vendors at CHLA. There is some disappointment from them about not being in person, but they are understanding.
   2. Vendor trivia game - announce at beginning with questions upfront; answers at end on Thursday
      1. **Open for discussion**
   3. Contest submissions
      1. **Open for discussion**
3. **Virtual Conference Poster Session**
   1. Poster session - how to? - We won’t!!
      1. **Next step:** 
         1. **Pivot the one poster to a talk and call it done**
         2. **ML to update conference page with schedule details**
4. **Reports from Sub-Committees**
   1. Program Committee (responsible for member content)
   2. Registration Committee (responsible for forms and tasks related to conference/CE registration)
   3. Communications Committee (responsible for advertising, and related)
      1. Create an email invitation for conference and CE registration.

## New Business

1. **2026 Conference Chair update**
   1. **Logan Rath from SUNY Brockport:**
2. **Update website conference page**
   1. **LP to send ML information for the second invited speaker and CE class (done)**

## **Next steps**

* **Mark**: Send vendor outreach emails with sponsorship package information
* **Jennifer**: Send vendor contact list and canned text to Mark today for vendor outreach
* **Michael**: Update the membership form to include new student-specific fields
* **Michael**: Update the conference schedule page formatting
* **Jennifer & Lorraine**: Submit 2-3 sentence summary of their presentation for the program
* **Programming Committee**: Discuss and decide how to share session descriptions/details at July meeting
* Confirm that the Business Meeting is actually 1.5 hours.
* TO DO: Don’t forget to create any polls needed for the UNYOC Business meeting and send to Sarah to put in zoom.

## 

# Next Meeting

1. Next Meeting: **August 15 at 10:00 AM, hosted by MJR**