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| **Conference Planning Committee** |
| **May 21, 2019** |
| **9:00AM** |
| **Call in Number: 1-857-232-0476** |
| **Participant Code: 610224** |
| Host Code: 4128 (Chair) |
| Chair Persons: David Riddell, Charlotte Crawford |

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| Agenda Item | Topic | Leader |
|  | Roll Call | David/Charlotte |
|  | Minutes Review | David/Charlotte |
|  | Pre-Conference Workshop Update | Ashley/Derrik |
|  | Program/Technical Subcommittee:   * Keynote * Concurrent Workshop Presenters | Helen |
|  | Sponsorships/Exhibitors Subcommittee Update | Karin/Sara |
|  | Poster Session | Carrie |
|  | Awards Subcommittee Update | Charlotte |
|  | General Planning Subcommittee Update – Finalized Schedule (see attached) | David |
|  | Facility Subcommittee Update | David/Charlotte |
|  | Publications Subcommittee Update | David/Sara |
|  | Registration – registration opens June 1 | David/Sara/Mandy |
|  | Adjournment | Charlotte |

Next Steps

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| Check Box | My To Do Tasks | Date Due by |
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**Next Meeting Date & Time:** May 18, 2019 9am