



Conference Planning Committee

August 20, 2019

9:00AM

Call in Number: 1-857-232-0476

Participant Code: 610224

Host Code: 4128 (Chair)

Chair Persons: David Riddell, Charlotte Crawford

Agenda Item	Topic	Leader
	Roll Call	David/Charlotte
	Minutes Review	David/Charlotte
	Pre-Conference Workshop <ul style="list-style-type: none"> • Updates • Registrations 	Ashley Karin
	Program/Technical Subcommittee Updates <ul style="list-style-type: none"> • Moderators 	Helen
	Sponsorships/Exhibitors Update	Sara
	Poster Session <ul style="list-style-type: none"> • Submissions • Certificates 	Carrie
	Awards Subcommittee Update	Charlotte
	Prizes	Gertrude
	General Planning Update	David
	Facility Subcommittee Update	David/Charlotte
	Publications Subcommittee Update	Sara/Karin
	Registration Update	Karin
	Adjournment	Charlotte



Check Box	My To Do Tasks	Date Due by

Next Steps

Next Meeting Date & Time: