

## Oregon Reference Summit 2023

### Planning Timeline & Tasks

Month	Task	Status	Notes
Dec 2022	Create and send Call for Proposals Select date?		
Jan	Assign roles (programming, promotion, platform/zoom oversight, registration, lunch network program, communications, evaluation, etc) <ul style="list-style-type: none"><li>● Identify theme</li><li>● Update webpage with general information</li><li>● Send out “save the date”</li><li>● Second push call for proposals</li></ul>		
Feb	Choose proposals <ul style="list-style-type: none"><li>● Divvy up presenters?</li></ul>		
March	Finalize program schedule/update website with program/schedule Open Registration Promotion Continue to connect with presenters <ul style="list-style-type: none"><li>● Confirm title &amp; description of programs, Get bios, Confirm recording is ok</li></ul> Continue Networking lunch planning		
April	Continue Promotion (Market at OLA) Continue Presenter and Networking lunch planning		
May	Continue planning <ul style="list-style-type: none"><li>○ Practice sessions with presenters if needed</li></ul> Communicate to attendees with final conference details		
June	Review evaluations and how it went Thank yous to Presenters		

