

Virtual Reference Summit Planning Meeting Notes:

February, 2023

In attendance: Lori, Lee, Meredith, Jennifer, Laurin, Mark
Join Zoom Meeting Topic:

SUBJECT	REVIEW BEFORE MEETING	DISCUSSION	ACTION ITEM(S)
Welcome Team			
Call for Proposals update		We have four library related proposals, the rest are from “professional” speakers.	Go forward with proposals 1-5 https://docs.google.com/document/d/1ctDcVGbpjimpCDU9LT_LqDzkqgckHjaAa1qMD5L6_jMRO/edit?usp=sharing
Timeline and Planning	https://docs.google.com/document/d/1KDH6yFmWhxJvPmmrCXIZL6AEa7uxbiKohXzbg-SqjY/edit?usp=sharing	Assign roles (programming, promotion, platform/zoom oversight, registration, lunch network program, communications, evaluation) <ul style="list-style-type: none"> Identify theme Update webpage with general information “save the date” 	<p>Responsibilities</p> <p>Meredith - Social event coordination, canva/logo branding Laurin - Registrations (plus day of zoom help) Lori - Promotion, website, day of help, general coordination Jennifer - Presenter wrangling/support</p> <p>Actions</p> <ul style="list-style-type: none"> *We will all look at the program schedule brainstorm to get a working schedule by next week so Jennifer can contact presenters *Lori will send Meredith the logo to work up something in canva for our communications *Lori will send out Laurin the previous registration form for updating. *Jennifer has some tools and scripts for another conference she’s working on that she will share as well. *Once we have presentation descriptions and general times,

			we can start sending out more promotions and get registration going.
Wrap-up			