

Virtual Reference Summit Planning Meeting Notes:

March, 2023

In attendance:
Join Zoom Meeting Topic:

SUBJECT	REVIEW BEFORE MEETING	DISCUSSION	ACTION ITEM(S)
Welcome Team			
Summit Schedule	Review Day of Schedule Updates from Jennifer on Presenters		
Logo	See Meredith's logo ideas below		
Registration	Review Laurin's registration form		
Networking Event	Discuss ideas, support Meredith in coordination		
Promotion	Discuss timeline and ideas: Send out Save the Date Promotion text Communication Plan Open Registration		

Wrap-up			Responsibilities 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
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All Day Library Reference
Conference.

**CONNECT,
LEARN, &
REFLECT**

Registration begins in April.



OREGON REFERENCE SUMMIT

SAVE THE DATE

VIRTUAL CONFERENCE

