

Virtual Reference Summit Planning Meeting Notes:

March, 2023

In attendance: Lori, Meredith, Mark, Laurin, Jennifer
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		Presenters all confirmed. Day of schedule agreed upon
Logo	See Meredith's logo ideas below		We chose the more colorful one. Meredith is updating slightly to put May and 19 together. (done)
Registration	Review Laurin's registration form		Laurin will add a similar logo provided by Meredith and slightly update wording for networking event.
Networking Event	Discuss ideas, support Meredith in coordination		Meredith will use the registration info to connect with folks who are interested and help them work out logistics
Promotion	Discuss timeline and ideas: Send out Save the Date Promotion text Communication Plan		Lori will update the website (done except for bios). Lori will send out Save the Date by March 28 Lori (and others as needed) will begin pushing out registration in Mid April until week before Summit

	Open Registration		Lori and Jennifer will connect with presenters to offer some tech/zoom check times.
Wrap-up		Tech check for presenters	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

MAY



SAVE THE DATE

19TH



**OR REFERENCE SUMMIT
VIRTUAL CONFERENCE**

OREGON REFERENCE SUMMIT

SAVE THE DATE

VIRTUAL CONFERENCE

