

Virtual Reference Summit Planning Meeting Notes:

April, 2023

In attendance: Lori, Lee,
Join Zoom Meeting Topic:

SUBJECT	REVIEW BEFORE MEETING	DISCUSSION	ACTION ITEM(S)
Welcome Team			Lori will update webpage to describe event as Networking not Social (done)
Summit Schedule	Review Day of Schedule Presenters	Tech check Choose networking themes and mediators Choose Hosts, monitors, other	Lori and Jennifer will meet with presenters to make sure zoom works for them, get their slides and handouts, get recording permission, etc. See Day of Schedule to sign up for duties and see details about logistics
Registration	https://docs.google.com/forms/d/1PyIXepSt5TMiFtOJw72-eUdhDD9Vc4MQLMM3o5eql2c/edit		63 so far
Networking Event	6 yes 19 maybe		Meredith will analyze the yes and maybe responses to see where the events might take place as well as reach out to interested parties. Lori will include the regions in the registration push to garner interest.

Promotion	Communication Plan Second push for registration		Lori will do a second push next week for registration next week
Wrap-up			Lori will set a short final zoom checkin a few days before the event for any final things

MAY



SAVE THE DATE

19TH



**OR REFERENCE SUMMIT
VIRTUAL CONFERENCE**

OREGON REFERENCE SUMMIT

SAVE THE DATE

VIRTUAL CONFERENCE

