

TSUG Steering Committee Agenda
February 2, 2021
9:00 am - 4:00 pm

1. Welcome
2. Introductions
3. Vacancies/Renew Positions
4. Secretary
5. Approve Minutes
6. Approve Financials
7. 2020 Conference Debrief
8. Conference Dates 2021-2023
 - a. 2021 - Sept. 20 - Sept 22 - Conference
 - b. 2021 - Sept 18 - Sept 22 - Venue Access
9. Conference Planning
 - a. Budget
 - i. Expenses
 - ii. Proposed Registration Fees
 - b. Planning Timeline
 - i. Sessions with Presenters
 - ii. Database Access
 - iii. CVent updates
 - iv. Committee Assignments
 - c. Venue - Proposed Room Layout
 - d. Security
 - e. Conference Agenda
 - i. Start/End - Times
 - ii. General Session
 - iii. Reception
 - iv. Meals/Snacks
 - v. Vendor Expo
 - vi. Presenter/Moderator Lunch
 - vii. Virtual Session?
 - f. Session Schedule
 - g. Pre-Conference
 - i. Presenter/Moderator Communication
 - ii. Door Prizes
 - iii. Gifts
 - iv. Fundraiser
 - v. CVENT setup
 - vi. Mobile App Setup
 - vii. Keynote Speaker

- h. Session Planning
 - i. What sessions
 - ii. Who presents
 - i. Registration
 - i. Participants
 - ii. Vendors
 - j. OnSite Preparation
 - i. Technology
 - ii. CVent Setup and Training
 - iii. Gift Preparation
 - iv. Signs within the building
 - v. Vendor Placement
 - k. Conference Days
 - i. Technology Support
 - ii. Registration Desk
 - iii. Information Des
 - iv. Photography
 - v. Scanning Attendance
 - vi. Vendor Support
 - vii. Mobile App Support
 - viii. Fundraiser
 - ix. Break Down
 - x. Other
 - l. Post Conference
 - i. Survey
 - ii. Transcripts
 - iii. Attendance
10. Sub Committee Planning
11. Skyward Representatives/Updates
12. Dates for Upcoming Committee Meetings