

TSUG Steering Committee Agenda
April 26 - 27, 2021
Location: Kalahari
Time: 9:00 am - 4:00 pm

Monday, April 26, 2021

9:00 AM

1. Welcome
2. [Attendance](#)
3. *Introductions*

9:30 AM

4. Kalahari Tour
5. Conference Planning
 - a. [Venue](#) - Proposed Room Layout & [Capacity](#)
 - b. Session Schedule (Per Sub-committee) - [Q Sessions](#)
 - c. Budget
 - i. Expenses
 - ii. Proposed Registration Fees
 - d. [Planning Timeline](#)
 - i. Sessions with Presenters
 - ii. Database Access
 - iii. CVent updates
 - iv. Committee Assignments
 - e. Security
 - f. Conference Agenda
 - i. Start/End - Times
 - ii. General Session
 - iii. Reception
 - iv. Meals/Snacks
 - v. Vendor Expo
 - vi. Presenter/Moderator Lunch
 - vii. Virtual Session?
 - 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

12:00 - 1:00 PM - Lunch

1:00 PM

- 6. Continue Conference Planning if needed
- 7. [Vacancies/Renew Positions](#)
- 8. Approve [February Minutes](#)
- 9. Approve Financials
- 10. Approve personnel for Banking Signatures
- 11. Approve debit card for committee - 2 copies
- 12. Other Business

2:30 PM

- 13. Meeting with Kalahari Team - Select Members
- 14. Others Break out in Sub Committees

Tuesday, April 28, 2021

9:00 AM

1. Welcome
2. [Attendance](#)
3. Follow-up from Monday
4. Finalize [Conference Planning](#)
5. Skyward Representative Updates
6. Sub Committee Planning
 - a. Conference
 - b. [Product Idea Discussions](#)

12:00 - 1:00 PM - Lunch

- 7.
8. Continue Sub Committee Planning

4:00 PM - Adjourn

Dates for Upcoming Committee Meetings

- a. July 19 - 20, 2021 - Kalahari Resort
- b. Sept 18 - 22, 2021 - [TSUG Conference](#) Setup/Actual @ Kalahari Resort