

TSUG Steering Committee Agenda  
July 19-20, 2021  
Location: Kalahari  
Time: 9:00 am - 4:00 pm

**Monday, July 19, 2021**

9:00 AM (Meeting link)

1. Welcome
2. [Attendance](#)
3. *Introductions*
  - a. *New Members*
  - b. *Skyward Representatives*
4. Conference Planning
  - a. [TSUG Attendee Survey Results](#)
  - b. [Venue](#) - Proposed Room Layout & [Capacity](#)
  - c. Session Schedule (Per Sub-committee) - [Q Sessions](#), [C-Vent Sessions](#)(Lois)
  - d. Budget
    - i. Expenses
    - ii. Registration Fees
  - e. Sessions with Presenters
  - f. Database Access - James
  - g. CVent updates
  - h. Committee Assignments
  - i. Security
  - j. Conference Agenda
    - i. Start/End - Times
    - ii. General Session
    - iii. Reception
    - iv. Meals/Snacks
    - v. Vendor Expo
    - vi. Presenter/Moderator Lunch
    - vii. Virtual Session?
  - k. Pre-Conference
    - i. Presenter/Moderator Communication
    - ii. Door Prizes
    - iii. Gifts
    - iv. Fundraiser
    - v. CVENT setup
    - vi. Mobile App Setup
    - vii. Keynote Speaker
  - l. Registration
    - i. Participants

- ii. Vendors
- m. OnSite Preparation
  - i. Technology
  - ii. CVent Setup and Training
  - iii. Gift Preparation
  - iv. Signs within the building
  - v. Vendor Placement
- n. Conference Days
  - i. Technology Support
  - ii. Registration Desk
  - iii. Information Desk
  - iv. Photography
  - v. Scanning Attendance
  - vi. Vendor Support
  - vii. Mobile App Support
  - viii. Fundraiser
  - ix. Break Down
  - x. Other
- o. Post Conference
  - i. Survey
  - ii. Transcripts
  - iii. Attendance

12:00 - 1:00 PM - Lunch

1:00 PM (Meeting link)

- 5. Continue Conference Planning Vacancies/Renew Positions

2:30 PM - Possible Cabana Time

- 6. Break out in Sub Committees

## Tuesday, July 20, 2021

9:00 AM (Meeting link)

1. Welcome
2. [Attendance](#)
3. Follow-up from Monday
4. Vacancies/Renew Positions ([13 online response](#))
5. Approve April/Online Minutes ([13 online responses](#))
6. Approve Financials
  - a. ([Balance Due](#), [Balance Sheet](#), [April Check Register](#), [April Profit and Loss](#))
7. Other Business
8. Finalize Conference Planning
9. Skyward Representative Updates
10. Sub Committee Planning
  - a. Conference
  - b. Product Idea Discussions

12:00 - 1:00 PM - Lunch (Meeting link)

11. Continue Sub Committee Planning

4:00 PM - Adjourn

Dates for Upcoming Committee Meetings

- a. Sept 18 - 22, 2021 - TSUG Conference Setup/Actual @ Kalahari Resort