

Registration	
Collection	Ross
Staffing	Ken
Develop schedule and program	Neils
Breakout sessions	Neils
Keynote speaker	Neils
Facility arrangements	TBD/Visit group
Call for proposals	Mark
Tech support	Mark
Giveaway stuff	Michele
Develop printed material	Ross/Neils
Logistics	
Email lab	Tiffany
Data projectors	Ken
Wireless	Mark
ISP	Mark
Recreation/hospitality/social	
Music/band	Michele/Visit Group
Alcohol availability	Michele/Visit Group
Food and snacks	Michele/Visit Group
Room sponsors (introducers)	Neils
Budget	Neils
Dinner speaker (CIO and Chancellor)	Mark
Web site updates	Tiffany/Ross

Tech support was defined as:

- Setting up projectors
- Email lab setup
- Back up laptop availability
- Support for presenters
 - Techs
 - Radios
- Teardown
- Speaker equipment
- Wireless
- Connection with ISP

Program schedule:

M 4:00-8:00 Registration and vendors

W 7:00-8:30 Breakfast

M 11:00-4:00 Vendor setup
go)

W 11:30-12:30 Lunch (available to

T 7:00-8:30 Breakfast

T 7:00-5:00 Conference registration/Info desk

T 9:45-1:30 Vendors

T 12:15-1:30 Lunch

T 6:30-8:30 Dinner (CIO/Chancellor)

T 8:30-Midnight Optional activities