

Agenda

Speakers Related Issues

- Changes in speaker commitments
- Travel arrangement system in place
- Registration for Task Force member/affiliate speakers
- Speakers' dinner location and details
- Biographies for presentations

Registration

- Registration system functionality

Workshop Notifications

- Contact list for potential invitees

Sponsorships

- Invoices sent out
- Status on payments

Venue

- "Field trip" to workshop location

Workshop Handouts

- Materials available at the door