Attachment B

VitiNord 2015

Conference Planning Committee

Agenda

November 21 – 23, 2014

FRIDAY:

Afternoon – Arrive at Lied Lodge and check in. Rooms are reserved and held in each of your names.

5:30 – 6:45 Dinner ( Lodge Dining Room)

7:00 – 9:00 Work Session (Marquette Room Lower Level of Lodge)

 1) Welcome Max

 2) Introduction of new committee members Max

 3) Overview of meeting Max

 4) “How good is your memory?” (Review of current status) Max

 a. Hotel contract

 b. Conference Facilities

 c. Budget

 d. Web-site

 e. Conference Schedule

 5. Committee Preparation for Saturday Work Session

 \* Marketing/Communication Barry & Karen

 \* Scientific Program Tom & Mark

 \* Social Program Vaughn & Jennifer

 \* Promotion/Recruitment of Attendees Gaelle & Jennifer

 \* Budget & Finance Dave

 \* Tradeshow & Sponsorship Seth & Carol

SATURDAY:

6:30-7:45 Breakfast (Lodge Dining Room)

8:00 – 12:00 Work Session: Committees’ Reports and Plans (Marquette Room Lower Level of Lodge)

8:00-8:45 Tradeshow & Sponsorships (Seth & Carol)

8:45-10:00 Scientific Program (Tom & Mark)

10:00-10:15 Break

10:15-12:00 Marketing & Communication (Barry & Karen)

12:00-1:00 Lunch (Lodge Dining Room)

1:00-2:00 Promotion/Recruitment of Attendees (Gaelle & Jennifer)

2:00-3:30 Social Program (Vaughn)

3:30-3:45 Break

3:45-4:30 Budget and Finance (Dave)

4:30-6:00 Final “Dry Run-through” of entire conference

 Work Session Wrap up

6:00-7:30 Dinner (Lodge Dining Room)

SUNDAY:

6:30-8:30 Breakfast (Lodge Dining Room)

All done. Safe Travels.

See you in November, 2015

NOTE: Please bring your laptops and bring all info/material on laptop/flash drive to project for all to see.