

2/8/21 Agenda NW Lakes 2021 Conference Planning Meeting #4

Mike created the following link for our Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83457961313?pwd=OG9ET253TFByVXhaak9Wak9wb09jUT09>

Meeting ID: 834 5796 1313 Passcode: 946848

If you cannot log on to ZOOM with a computer, then **PLEASE Call in at 312-626-6799 and follow the instructions. Meeting ID: 834 5796 1313 Passcode: 946848#**

1. NWLC website proposal (Mike)
2. Committee Updates
 1. Finance (Budget)
 2. Registration
 3. Speakers (Recruitment/confirmation, honorarium, forms, etc)
 4. Sponsorship
3. Discuss conference agenda (streams and order of speakers)
4. Save the Date and Draft agenda (timeline & who)
5. Assign moderators
6. Other Business- online repository of files, etc
7. Next Meeting Date: March 1