

## February 2021 Conference Planning Group | AGENDA

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Meeting date | time 2/11/2021 @ 1 PM | Meeting location:

<https://us02web.zoom.us/j/85169383368?pwd=amVDQ0RFTE9laXNWaWh6OTILY3dFQT09>

Meeting called by	WPSC
Type of meeting	Monthly Conference Planning
Facilitator	Jonathan Stewart
Note taker	Will be Recorded

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**Agenda topic:** Conference Planning

**Facilitator:** Jonathan Stewart

### MATERIALS

- Conference Planning Timeline Document
- January Minutes
- 2020 Speaker list
- Virtual Conference Producer Quotes

### AGENDA

- Introductions:
  - BC Patient Safety and Quality Council
  - Washington State Healthcare Executives Forum
- January Minutes Approval | *Jonathan Stewart*
- Virtual Conference Production Platform | *Nick Locke*
  - vFairs (about \$15,000)
  - Socio (about \$9,000)
  - Whova (about \$2,000)
- 2021 Conference Discussion | *Jonathan Stewart*
  - Topics & speakers
  - Options for engagement (networking, virtual poster session)
- Next Steps | *Jonathan Stewart*

Next meeting: March 11, 1-2 PM.