Unapproved minutes

Planning Committee: Lambda Sigma Research Day 2017

Draft Presentation Info: Jan 9, 2017 11:00am

Members present: Renee Bauer, Sue Gosse, Constance Thomas, Somer Nourse, Terri Moore, Esther Acree

Item	Discussion	Decisions/Tasks/Responsible Party
1. Determine time intervals	Tentative draft of time intervals for speakers approved by committee members.	
2. Finalize speakers	List of speakers approved by committee	Sue to send out final copy of schedule and speakers for proofing.
3. Poster Presentations	Time allotted for grad student poster presentations. 3 graduate student projects will be given 10 minutes each for presentations.	Faculty of grad program to determine 3 EBP projects.
4. Distribute brochure/plan	Brochure to be sent to ISU, Ivy Tech, and SMWC faculty and students to attend Research Day.	Sue to distribute brochure internally and externally.
5. Registration procedure	Undergraduate nursing students FREE registration. Online registration link will be provided, but does not include a method to pay online. Payment will need to be collected via mail or in person.	Sue to create link for online registration. Somer to create alphabetical list of those registered for check-in process on research day. One list will contain only student names. Second list will contain names of faculty and other registrants.
6. Handouts	Print handouts and link to electronic conference resources will be provided.	Presenter emails will be sent to Esther to communicate with speakers. Esther to provide link to electronic resources and organize printed handouts.
7. Determine food	Use Edibles again. Registration process needs to include option for gluten-free or special dietary restrictions.	Renee to contact Edibles to finalize date and get bids.
8. Other	Next meeting Feb 2nd.	Renee to reserve meeting room.

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Research Day planning committee to meet on February 2nd, 2017 at 1pm.