Student Conference Planning Meeting

March 12, 2019

Notes - Alan

Scott Lee, Sierra, Markus out today.

Cindy Paine registered. Bill her to master account.

Meet Thursday/Friday 3/21 3/22?

* <https://nhrma.shrm.org/events/2019HRLeadersofTomorrow>

• Who is handling event signage? Chance. needs four easels for this.

• Rick needs to make sure the master account has Committee member rooms covered.

speakers computers: Charla and Dave Rambow to bring theirs. Chance will have a backup projector. Hotel will have one computer and three projectors.

Alan to receive speaker presentations on app, sent to Chance by April 1.

Chance has registration report, will give email addresses to me and Charla. Alan/Charla will send msg to all attendees after registration deadline, March 20.

• Michele update budget. Tracking expenses. Need numbers from Chance. Charla to give travel grant info to Michele.

• States need to give an update on chapter donations. to Scott: get Willamette people registered ASAP.

Alan to call Markus, will tell Renee/Chance what I find out. Alan to contact Boise State.

• Charla will give an update on travel grants.

• Final program should be reviewed on the website. Chance finished by March 12

• Any updates from Patrick on tours would be interesting to hear - plenty of time to put that together. Alan to send immediate picture of PHRMA signups to Patrick. Must send thank yous;

Rick will have poster board for people to write thank you.

• Chance: coordinate the social media picture contest again - confirmation: Chance

• Charla is coordinating an ADA accommodation.

• Michele: update on HR Games. Need easel for Games. Rick to provide.

Alan to ask if flip charts necessary for speakers.

• What about prizes? Similar to last year? Chance

• Name tags: Chance

speaker gifts: Alan

Anything else?

Ask of all advisors: who is going on visitations, who needs resume reviews Friday.