

MHSLA Board Meeting
7-17-2012
Local Arrangements Committee Report

1. The Avant Room [Board Room] has been booked for October 16, 2012 from 1pm – on for the use of the registration committee as a storage area.
2. Toni has received the preliminary banquet order from the Baronette. Toni will work on revising this over the next few weeks.
3. The Conference At A Glance document was updated June 26, 2012. It is included as a separate document on the Board wiki.

Local Arrangements Subcommittee Reports

Accommodations

Send all speaker and scholarship award winner accommodation information to Toni by August 1, 2012. Please include name, room preference (single/double), and night(s) required. ie: Oct 16, 17 or 18.

Audio-Visuals

Need to put in order for AV by July 20.

An AV plan was presented to the group. It was decided to we need to go with 2 microphones per day. Also, need to obtain laser pointers.

Exhibits & Vendors

1. Current \$\$ from vendors, \$7,300
2. Jill Turner set up a vendor PayPal so that the vendors can pay by credit card
3. PayPal link is on the conference web page under Vendors
4. The deadline for vendors to submit their registration is August 1.
5. Mike will be sending out reminders and a call for sponsorship some time around July15.
6. Approached several vendors at MLA, NEJM was the only interested vendor and they said they would sponsor some event/break, but did not say how much.
7. Mike will follow up with Ronna at TDNet.
8. Have not yet received any items for the raffle, but those too have been promised.

Hospitality & Special Event

A \$500 deposit has been given to the Tin Fish for the special event.

Publicity

1. Preliminary conference program was posted to the conference website June 4, 2012 and updated June 8, 2012.
2. Leslie Burke has been contacted in regards to writing her official Presidential invite for the conference program.
3. Final conference program to be posted to website around the second week of July.
4. Official conference invitations will be distributed via the listserv lists and newsletters ~ July 20th

Registration

1. The “fillable” pdf registration form is ready for posting to conference web site.
2. A tentative registration desk schedule has been developed.
3. Registration information will be posted to the conference web site mid-July.