

**MOBIUS Annual Conference Planning Advisory Committee  
Meeting  
Wednesday March 5, 2009  
10:00am to 3:00pm  
MCO office room 225**

**Agenda**

- 1) Welcome and Introductions – (Group)**
- 2) Conference registration opens- (Maegan and Justin)**
- 3) Hotel registration- (Maegan)**
- 4) Keynote speaker- (Maegan)**
- 5) Presentation update- (Mary)**
  - Letters of acceptance/non-acceptance
  - Technology requests
- 6) Forum update- (Mary)**
- 7) Conference at a glance – (Maegan and Justin)**
- 8) Room hosts- (Melissa H.)**
- 9) Signage-(Martha)**
- 10) Evaluation forms- (Martha, Mary, Donna)**
- 11) Publicity- (Donna, Erin, Amber)**
- 12) Website- (Justin)**
- 13) Power point w/library images (Martha)**
  - Continue or cancel
- 14) Share Fair- (Cheryl)**
  - Email announcement-
  - Panels- Tan Tar A providing
  - Pins, Labels, Easels
  - Set up plan-
- 15) Door prizes- (Melissa H.)**
- 16) Post Conference Training on June 4<sup>th</sup>-(Maegan)**
- 17) Vender update- (Maegan)**
- 18) Thank you email-(Martha)**
  - Who sends and when

**19) 2010 Conference – (Martha)**

- **Timeline -**
- **Chair elect-**
- **New committee members-**
- **New committee orientation-**

**20) MACPAC committee manual-**

- **Notebook**
- **Procedures- Timeline**
- **Notebook transfer**

**21) Miscellaneous-**

- **Committee meeting after Committee orientation on 6/2**
- **July meeting after conference**