Fall Workshop Series - planning call

agenda

Donna working to confirm domestic violence speaker (Donna see workshop title on draft agenda to confirm ok)

Denise reaching out to Oscar and other speaker to speak on social justice and communications sessions.

Workshop titles

See draft agenda

Rates

Student rate: Discount code for students of college/university to send 25 students for free. Email contacts to let them know and send code. (Erin)

Full time student/retirees scholarships. Put statement on registration form/website with contact information. Offer them opportunity to request a scholarship by emailing Erin at info@nyspha.org. (criteria??) (Justine)

Zoom

Zoom: capacity of more than 100?? (Erin)

Set up links for each session (Erin)

Sponsors

Missy & Jenn to discuss today and start asking sponsors.

Erin to send Missy Google doc with potential/previous event sponsors

Erin to call Olivia to review sponsor document

Olivia to finalize document and send to committee for distribution

Erin to add sponsor option to registration form

Speakers

Justine to create form or email template for speakers to capture information & confirm details. (Jenn will send Justine webinar form as sample)

* Confirm name, title, affiliation
* Confirm session title, date, time
* Request BRIEF bio and headshot
* Send Zoom link
* Ask to attend 30 minutes in advance to test technology (or can set up a test in advance)
	+ Ask to create slides for the webinar (they can email to us prior but easiest if they share their screen during the presentation to advance sides themselves)

Continuing education credits

Missy will send form to NCHEC with information to post event.

Missy will post on CPH website.

registration

Erin will finish setting up registration

Justine will populate website with information about the event.

Erin to draft and send email pending registration.

Promotion

APHA affillate network (Erin)

NCHEC (Missy)

CPH website (Missy)

Trust for America’s Health emails (Missy)

Touro University California- Gayle Cummings gayle.cummings@tu.edu (Erin and cc Denise)