



# SWANx19 Planning Group Meeting

Tuesday, February 26, 2019

2:00 p.m. – 4:30 p.m.

SWAN Headquarters 800 Quail Ridge Drive, Westmont, IL 60559  
Conference Room

## Agenda

1. Welcome and Introductions
  - a. Team Members
  - b. Timeline
2. Review of 2018 Conference Survey Feedback
  - a. Advance Registration
  - b. Day-Of Event
  - c. Sessions
  - d. Vendors
3. Brainstorming for 2019 Event
  - a. Theme
  - b. Branding and Marketing (standalone website?)
  - c. Program guide vs. Mobile app
  - d. Registration & Check In
  - e. SWAN swag (tote, notebook, pens)
4. Keynote Speaker and Breakout Session Topics/Speakers
  - a. Request for Proposals
5. Potential Sponsors and Vendors
6. Assign Tasks
7. Next Meeting