



2023 IEP Annual Workshop Planning Committee Kick-Off Meeting

Meeting Details:

Tuesday, August 9, 2022 from 1:00 – 3:00 pm

MS Teams Link: [IEP Workshop Kick-Off Planning Meeting Link](#)

Meeting ID: 260 667 122 415 **Passcode:** DUoCWU

MS Teams Phone: +1 916-535-0984 **Phone Conference ID:** 597 688 562#

Meeting Agenda:

- Welcome and Introductions
- Background/Purpose/Orientation
 - Principles of Planning
 - Planning Committee Roles
 - Subcommittees (Chair Leads) Roles
- Setting Expectations – What the Workshop is and isn't
- Developing the Workshop Theme
- Subcommittees and Assignments for Consideration
- Workshop Talk Types & Alternative Delivery Platforms
- 3-day Planning: Logistics of Venue
- 1-day Planning: Talk Organization and Logistics
- Poster Session
- Presentation Guidelines
- Meeting Logistics and Schedule
- Other