

10:00 **Welcome & Introductions** – Kathy Schalk-Greene, chair

*Icebreaker: Your name, library, what NJLA Committee, Section or Roundtable you represent*  
*Brainstorm: What word do you think of when you think of the conference?*

10:15 **Agenda Review** - Kathy

*Meeting roles: timekeeper: recorder:*  
*Update contacts list*

*Who's on for lunch?*

10:20 Getting into "Conference Mode": Kathy Schalk-Greene

Looking Back:

10:35	2009 Conference Evaluations	James Keehblor
	2009 Conference Attendance	Lynn Schott

Looking Ahead:

10:50	2010 Theme:	Susan Briant
11:00	2010 conference planning schedule	Kathy Schalk-Greene
11:15	How to fill in the online form	Karen Klapperstuck
11:30	How to promote	Paul Schroeder
11:45	How to host a conference program	Kathy Schalk-Greene
11:55	Room Set-up & AV	Karen Klapperstuck
12:00	Care and feeding of speakers	Lynn Schott

12:05 Summarize Next Steps

Evaluate Meeting