**Invitees/Attendees**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [x]  Lauren Gray | [x]  Debbie Heard | [x]  Matthew Nunemaker  | [x]  Elizabeth Weeks  | [x]  Chris Hemmen  |

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **FACILITATOR** | **NOTES** |
| Format for symposium | Elizabeth Weeks | * Virtual conference
* Zoom
	+ Find out how to fill our needs using this platform – EW
		- Interactive features
		- Unique ID for participants
		- Moderated questions
* Half day, single track, structured break between speakers. 1 hour presentation, 20 mins, 1 hour, 20 mins, 1 hour
 |
| Dates | Lauren Gray | * Late September is good time for participation, Friday
* **FRIDAY, 9/25/2020**
 |
| Construct plan (What by When) | Lauren Gray | * Theme
	+ Informatics Caring Through Crisis (Topics on Pandemic and Diversity, Inclusivity, & Equity)
		- Telehealth session – impacts on providing care going forward
			* Debbie has contacts at Teledoc, American Well (Cerner connection) – Joy Jacobsen possible – LG to ask
		- Digital health & global public health – disease model –
			* CH to request speaker
		- documentation burden & cognitive load on nurses during the pandemic, disaster preparedness & documentation standards
			* Carolyn Harmon (past president of ANIA) is willing and available to speak – EW is contact
		- Burnout, caring for staff – how do our systems contribute to this or to preventing it
			* Eva Karp?
* Times
* Publicity
* Enrollment
* CE
* Speakers/topics
 |
| Next meeting |  | 6/17/20 @ 5pm |

|  |  |  |
| --- | --- | --- |
| **ACTION ITEM** | **RESPONSIBLE PARTY** | **DUE DATE** |
| Contact Joy Jacobsen to inquire about possibly being a speaker on the topic of telehealth | L. Gray | 6/17/20 |
| Contact possible speaker from grad program  | C. Hemmen | 6/17/20 |
| Evaluate Zoom as platform for Symposium | E. Weeks | 6/17/20 |