**Invitees/Attendees**:

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| Lauren Gray | Debbie Heard | Matthew Nunemaker | Elizabeth Weeks | Chris Hemmen |

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| **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 |

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| **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 |