**Trauma Symposium Planning Meeting – 01 Nov 2023**Attendees: Michelle Lui, Michelle Goecke, Cynthia Thurston, Kaitlyn Stockton, Kathleen Fyvie, Jon Braunstein, Abby Darby

**Updates:**
Michelle Goecke:

Stryker is willing to support. Send them details
Radiology/IR – Possible presenters. Waiting to hear back from them to confirm
TSBC CPG’s – We should have a session to highlight changes and modules (maybe just before or just after lunch)

Cynthia

Involve vendors – many opportunities. Want 6-8 reps from OR for a conference of this size
Possible vendors: LUCAS, Pleurevac, Ambu people – airway talk, ultrasound

**Speakers Ideas**:
 EHS
 Lindsay Van Tongren
 Ortho?

 Theme idea: Journey of the patient

 Should we send out a pole to past participants to find out what they want to see presented?

**Date**:
 Offsite ideally (depending on cost)
 Feb/early March 2025
 Aim for first week of March, exact date TBA depending on facility availability

**Support:**
 Both money and personnel support needed
 Michelle approached Erin – admin assists help was in place for 2024
Approx. 75 hours of admin support will be needed per Cynthia (past experience with conference set-up)

**Sub-groups**: moving forward we will break into sub-groups.
Full planning group meetings will occur as needed. Abby to send out doodlepole for next meeting in approx. 2 months
 1. Conference Agenda (determine topics for presentations (avoid duplication) and engage speakers): Kaitlyn, Jon, Michelle Goecke, Kathleen +/- Cynthia and Abby
 2. Date and Venue booking: Abby
 3. Sponsors: Jon and Michelle Goecke
 4. Support: Abby (Erin) and Jon (foundation)

**Actions:**

Abby (will be lead organizer)

1. Follow up with Erin re. admin assists
2. Reach out to find a checklist of tasks to do (date, venue, sponsors, speakers, UBC CPD application)
3. Create a teams site for the conference planning team
4. Determine deadline for CPD application

Cynthia

1. Send list of vendors to Abby
2. Send sample letter to sponsors with tiered “sponsor rates” to Abby

Jon

1. Connect with Foundation for financial assistance to cover the cost of venue.
2. Connect with Foundation to ask if their event planner can assist
3. Contact ER Reps: US, LUCAS

Michelle Goecke

1. Contact Surgical Reps
2. Help with CPD applications