

OSC18 Program Committee Action Plan



Instructions

Complete and provide to the Ohio Safety Congress & Expo manager before departing the August committee meeting.

Section I: Committee name					
Section II: Committee enrollment				By whom	By when
Ensure committee has 4 or more members, plus liaison					Aug. 31
Assign a committee member to each chair position					Aug. 31
Section III: Program development					
Time	Topic / Speaker	CFP #	Skill level	By whom	By when
8:00 / 8:30 a.m.					
11:00 / 11:15a.m.					
1:30 p.m.					
2:30 / 2:45 p.m.					
3:45 / 4:00 p.m.					
Alternate topic 1					
Alternate topic 2					
Section IV: Schedule				By whom	By when
Schedule mid-term meeting week of Sept. 6 to discuss session progress					
Session submissions to liaison for final review					Sept. 20
Upload final session submissions to Safety Congress SharePoint site				Liaison	Sept. 22