Recommendations for the CTSA 2015 conference

1. Begin by stating the learning outcomes for the Conference and create a course design based on these agreed upon outcomes.
2. Involve the conference resource person/s in the design of the conference.
3. Draw up a contract that lists all the things expected of the resource person.
4. Have the Memorandum of Agreement signed by CCC/CTSA/University of Winnipeg by end August 2014.
5. Send out letters to the schools and open registration no later than September 2014.
6. Aim for at least 30 participants in the conference.
7. Choose a speaker/facilitator that people will come to listen to.
8. Begin the conference on Thursday at 1:00 pm.