

Virtual Meetings



July 23, 2020

CSRA Webinar: Virtual Meetings Agenda



Planning & Marketing

Platform Options

Execution

Wrap Up

Q&A

Planning & Marketing

In-House vs. Paid

Single Day vs. Multiple Days

Paid vs. Free

Driving Awareness

Track 1

Track 2

Monday, June 22nd

10:45 am -12:15 pm	Welcome & Introductions - (Virtual Conference Navigation, President & CEO Speeches) General Session - James Benham - Post-Pandemic Construction Tech: Surviving & Thriving When All the Rules Are Rewritten (V1) (50 Min) (Pre-Recorded Video)	
12:30 pm - 1:30 pm	Session 1 - Addressing the Impact of COVID 19 Panel - Part 1 (Format TBD)	Session 2 - Contract Reviews & Negotiations: A Comprehensive Approach (Format TBD)
1:30 pm - 2:15 pm	Break	
2:15 pm - 3:30 pm	Session 3 - Surety Industry Update (Format TBD)	Session 4 - Construction Analytics: Leading Change in the Industry (Format TBD)
3:45 pm - 4:45 pm	Session 5 - The Art of Assertive Communication (Format TBD)	Session 6 - Cash Flow (Pre-Recorded Video)
4:45 pm - 5:00 pm	Daily Wrap-Up (Format TBD)	

Sample Planning GRID

Wednesday, June 24th		
10:45 am -12:00 pm	Construction Tech Forum 1	Construction Tech Forum 2
12:15 pm - 1:30 pm	Construction Tech Forum 4	Construction Tech Forum 5
1:45 pm - 3:00 pm	The Path to Your CCIFP Designation (Format TBD)	Construction Tech Forum 7
3:00 pm - 4:15 pm	CFMA Board of Directors Meeting (Live Video)	
4:30 pm - 6:00 pm	CFMA Executive Committee Meeting (Convene + ZOOM)	

Platforms

Free vs. Paid (experience)

Prepping and Educating / Support

AMS & LMS Integration

Functionality

Execution

Planning Document

Testing

Demos

Training Speakers and Attendees

Task Area	Due Date	Responsibility	JENNY	BRIAN	LIZ	SAM	BILLY
Technology Partner Contract	Completed	Brian/Jenny	A/R	A/R	I		
Launch Registration	Completed	Jenny/Liz	A/R	C	R	I	I
Finalize Budget	Completed	Jenny/Brian/Stacey	A/R	C		C	
Website Development	Completed	Billy	A	C	C	C	R
PP Template Development	Completed	Jenny/Brian	C	A	I		
Marketing Development <i>(See Draft Plan)</i>	Completed	Samantha	C	C		A	
Secure Speakers	Completed	Brian	C/I	A/R	C/I/R	I	I
Editing	On Going	Kristy				A	
Speaker Format (Video/Audio, Etc.)	Completed	Brian	C	A/R	I	I	
Signed Speaker Agreements	Completed	Liz/Brian (Special Agreements)	C	C/R	A/R		
Assign and Train Liaisons	Completed	Brian		A/R			
Liaison/Presenter Content Review	Completed	Liaisons	I	C	I		



Wrap Up

Q&A



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