

Checklist for IIN Networking Event

To setup an Indiana Innovation Network Event, please contact John Schneider by phone, 765 4940743, or email at jas@purdue.edu.

The following is a checklist of information needed from the Event Organizer.
Please send this information to Pam Burroff-Murr at burroff@purdue.edu.

1. Event Title and Agenda, Date, Time, Location

We will immediately post the event on the IIN Web site.

- Agenda
- Event date, time and location
- Directions
- Parking Information
- Determine Registration Collection --- An online registration application is available
- Information about the key speakers and/or other information/special requests

2. Technology Area

- Name of the technology area
- Names of subcategories (if any) for the technology area
- Photo and a short article about the technology area
- List of Experts and Centers from participating institutions

3. EMAIL Invitation

An invitation can be mailed through the IIN Web site to past participants and experts.

- Compose the email invitation announcing event
- Include registration link in email and with agenda to post on Web site.
- Determine other organizations to send email invitations; such as, 21st Century, TechPoint, TAP, IHIF, IMA, CICP. Jeff Gunsher (jgunsher@purdue.edu; Phone: (765) 4963723) will contact the above organizations and request use of their email list.

4. Live Webcasts or a Webcast archive is available through IHETS

5. After Event

- Confirm permission from presenters to post PowerPoints to Web site.
- Send PowerPoints to post on the IIN webpage to burroff@purdue.edu
- Send attendee list for database to burroff@purdue.edu