

# OSC 2020 Education 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	Source	Skill level	By whom	By when
8:00 a.m. or 8:15 a.m.		<input type="checkbox"/> CFP # ____ <input type="checkbox"/> Cmte Gen			
11:15 a.m. or 12:00 p.m.		<input type="checkbox"/> CFP # ____ <input type="checkbox"/> Cmte Gen			
1:30 p.m.		<input type="checkbox"/> CFP # ____ <input type="checkbox"/> Cmte Gen			
2:45 p.m.		<input type="checkbox"/> CFP # ____ <input type="checkbox"/> Cmte Gen			
4:00 p.m.		<input type="checkbox"/> CFP # ____ <input type="checkbox"/> Cmte Gen			
Alternate topic 1		<input type="checkbox"/> CFP # ____ <input type="checkbox"/> Cmte Gen			
Alternate topic 2		<input type="checkbox"/> CFP # ____ <input type="checkbox"/> Cmte Gen			
Section IV: Schedule				By whom	By when
Schedule mid-term meeting week of Sept. 2 to discuss session progress					
Session submissions to liaison for final review					Sept. 18
Upload final session submissions to Safety Congress SharePoint site				Liaison	<b>Sept. 20</b>