

2013 Safety Symposium Checklist

TASK	LEAD PERSON	DEADLINE	COMMENTS
Marks Facility setup <ul style="list-style-type: none"> • Provide AV requirements • Provide panel set-up preferences • Dry run/walkthrough 	Malashenko Malashenko Malashenko/Hagan/Doll / Yura/CPUC AV team	April 26 5/6,11am	Need to arrange with MMA staff
On-site support (Day-of) <ul style="list-style-type: none"> • Staffing of registration tables • Name tag prep (both days) • Registration list prep & sign-in • Welcome poster (s) • Welcome PowerPoint Slide • Refreshments, coffee, tea, water (“honor system”) • Auditorium staffing: mikes, panel support, e.g., PPTs • Security • Media 	Malashenko Doll/Redacted Doll/ Prosper Prosper Redacted /CPUC Malashenko ? Prosper	May 7	Designate by 5/1 Rosenthal ordered; CPUC to staff day-of
Panel Preparation Panel 1 Panel 2 Panel 3 Publish final agenda	Goeltz: coordinator Kennedy: moderator Chipkevich: coordinator Ashford: moderator Scott/Doll: coordinator Clanon: moderator Prosper	May 1 May 6	Hagan to communicate with all moderators in advance
Other coordination <ul style="list-style-type: none"> • Peevey • Sullenberger • Media 	Hagan Doll Prosper		
Marines Facility setup <ul style="list-style-type: none"> • Provide AV requirements • Confirm count • Staff event: name tags; Seating assignments 	Redacted Doll Redacted /CPUC? Doll/Yura/Hagan	April 24 May 1 May 7 May 6	
Videos <ul style="list-style-type: none"> • Governor • Hersman 	Hagan Goeltz	May 3	

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Sullenberger	Doll		
Other Monday night dinner Speaker travel logistics	Hagan/Earley/Doll Doll	May 6 May 1	