1. Did course occur previously? Y/N
   a. What was total attendance? ___________
   b. What was total revenue? ___________
   c. What was total expense? - ___________
   d. Profit/loss? = ___________

2. Decide Dates, Space, Timing, Meals

3. Decide Target Audience

4. Update the Needs Assessment and Literature Search

5. Discuss Grants targets (firms, levels, deadlines)

6. Discuss Exhibitors targets (firms, contacts)

7. Update the Budget Projections

8. Speaker bookings

9. Also offer discount to NYU staff (Winthrop/Langone/Lutheran)?

10. Also offer MOC credit for Board Certified IM/Peds/Aneasth physicians?