**Agenda Items**

1. **Online Application Form**
   - The form is ready. [http://openedpractices.org/twsia/apply](http://openedpractices.org/twsia/apply)
   - Kate's SurveyMonkey seems pretty straightforward.
   - Need to contact the judges and get a hold of their schedule, to try to get them together (Josh, Maggie, Janet).
   - Any feedback? People seem confused about the innovation part. They don't have to be innovative in every category.
   - Build an FAQ. Any registered user can add a FAQ. Create Content > tag with "twsia"
   - No judge from IBM

2. **Paris Conference**
   - 11 proposals on T&L so far.
   - Deadline: April 11.
   - Showcase of the winning course in Paris?
     - During the opening ceremony.
     - Highlight the session in which they will present (30-60 minutes?).
     - A IBM representative to give the award.
     - Highlighting the top tier (30 minutes or tech demos).
     - OpenEd Practices showcase of content (60 minutes or 2 X 30 minutes) - Josh will submit it.
   - Wikis in Sakai proposal: Matt, Josh, Janet
   - Janet has to go to Paris to buy dinner to Maggie 🍴
   - Pre-conference session on T&L
     - Discuss of the repository
     - Present best practices (5 minutes)
   - OSP pre-conference session - Need to combine in a full day to avoid conflicts. Melissa and Pete from Michigan.
   - Pre-conference: training, Post: discussion
   - n00b: during the conference
   - Poll during the day to cover what people need
   - Get more Europeans involved in T&L and OSP
   - Breakout groups

3. **F2F Meetings between members of this group**
   - Josh at Rhode Island Sakai
   - Reba-Anna, David, Sue and Hannah at La Guardia
   - INNOVATIONS at Marist on May 6
   - Maggie: Innovation Conference in Colorado