

2024 WINTER VIRTUAL MINI-CONFERENCE for RESEARCH COORDINATORS



Managing Expectations, Time, and Boundaries with Communication Tools

AGENDA

Tuesday, February 6, 2024 | 12:00–4:00pm Pacific | Virtual Zoom Event

12-12:10	WELCOME/OVERVIEW	Russell Lackey & Aric Lane
12:10-1:10	KEYNOTE: Manage Expectations, Own Your Boundaries, Protect Your Scope	Kara Cooper
1:10-1:20	BREAK	
1:20-2:20	BREAKOUTS ROUND ONE	
	TOPIC 1A: Have a KNACK for Managing Up?	David Staley
	TOPIC 1B: Pre-Screener 101	Aly Edmondson, Lindsie Boerger & Courtney Howell
	TOPIC 1C: What Really Matters for You and for Us	Evangeline Chang
2:20-2:30	BREAK	
2:30-3:30	BREAKOUTS ROUND TWO	
	TOPIC 2A: Time Management	Jennifer Sprecher
	TOPIC 2B: REDCap in the WWAMI Region	Courtney Howell & Gretchen Kuhn
	TOPIC 2C: What Really Matters for You and for Us	Evangeline Chang
3:30-3:55	FEATURED RESOURCES	
3:55-4:00	CLOSING	Russell Lackey & Aric Lane