



**2020 IDHA General Assembly  
Preparation Checklist**

<b>Task Number</b>	<b>Task</b>	<b>Document Link</b>	<b>Completed</b>
1	Download <i>ZOOM</i> to my computer		
2	Register for <i>Poll Everywhere</i> account		
3	Download <i>Poll Everywhere App</i> to my mobile device		
4	Review 2020 IDHA Annual Conference Schedule	<a href="#">Members-Only</a>	
5	Review General Assembly Agenda	<a href="#">Members-Only</a>	
6	Review 2019 General Assembly Minutes	<a href="#">Members-Only</a>	
7	Review Proposed Bylaws and Resolutions	<a href="#">Members-Only</a>	
8	Review Motion Form	<a href="#">Members-Only</a>	
9	Review Standing Rules	<a href="#">Members-Only</a>	
10	Review Standing Rules Amendment Form	<a href="#">Members-Only</a>	
11	Review IDHA member voting information	<a href="#">Members-Only</a>	
12	Review Slate Nominations	<a href="#">Members-Only</a>	
13	Review Annual Reports	<a href="#">Members-Only</a>	

*If you have any questions or any issues, please email Barb Owens at [indhacentraloff@gmail.com](mailto:indhacentraloff@gmail.com).*