Completed Task Log

This is a log of completed tasks in reverse chronological order.

Saturday, December 13, 2025

- Published recording of Friday's Illuminators Forum. https://youtu.be/A5YOimNBZPo
- Created a YouTube playlist for the Illuminators Forum
  https://www.youtube.com/playlist?list=PLKNj_u8IflVGQgel1vJ0yGkS2ZkOHRANn

Thursday, December 11, 2025

- Met with Charlene and Effie about the holiday party.
- Sent December newsletter.
  https://preview.mailerlite.io/emails/webview/606679/173524496583492811

Tuesday, December 9, 2025

- Moderated webinar with Sarune and Jonathon.
- Published Sarune's webinar recording on YouTube.
  https://www.youtube.com/watch?v=YvUWEEGHpeQ

Saturday, December 6, 2025

- Published Illuminator's Forum Episode 2 to YouTube. https://youtu.be/qqIa9LVh72s

Thursday, December 4, 2025

- Sent Zoom presenter link to Sarune for Tuesday's webinar
- Added MailerLite newsletter subscription form as a post attendee link for both the Illuminators Forum #2 and Sarune's webinar.
- Reviewed policy updates for the Board of Directors vote.

Wednesday, December 3, 2025

- Created social media card for Sarune's webinar and sent to Jon for posting on LinkedIn.
- Created webinar session for Illuminators Forum #2.

Sunday, November 30, 2025

- Created Zoom webinar session for Sarune's webinar.
  https://us06web.zoom.us/webinar/register/WN_Xce1v08_SYiE12IidXimdA

Saturday, November 29, 2025

- Reviewed and edited the website.

Friday, November 28, 2025

- Performed upgrade of the Invision Community software from version 4 to version 5.
- Worked on the website review and update.
- Published Illuminators' Forum Episode 1 video to YouTube. https://youtu.be/3d0VFCW_Qi8

Thursday, November 27, 2025

- Released the iLEAD webinar recording to YouTube. https://youtu.be/VG0sAqRiBrc

Tuesday, November 25, 2025

- Help moderate the iLEAD and State of XR double webinar.
- Communicated with volunteers about the website review.

Sunday, November 23, 2025

- Updated the volunteer sign up form to ask volunteers if they are currently working with an iLRN member or were referred by an iLRN member. This will hopefully help Charlene learn about any existing associations for incoming volunteers. The form can be found at https://tally.so/r/n9rO15.
- Created iLRN2026 Event in Cvent and configured some basic settings.
- Published a webinar recording to YouTube of Katie Holick talking about iLRN geographic chapters, focusing on the progress of the Montana Chapter. https://youtu.be/fcP27LCFwRs
- Published a webinar recording to YouTube of the launch webinar for the iLRN 2026 XR & Immersive Learning Global Scan with Jon and Maya. https://youtu.be/zeQD9N54uE8

Thursday, November 20, 2025

- Met with Charlene regarding volunteers. She suggested I reach out to Sai and Yasuyuki to ask about help with the website review. We also talked about strategies/projects for bringing on the video editors.
- Sent panelist link to speakers for the November 25 double webinar.

Wednesday, November 19, 2025

- Sent mail to Sarune asking if she's available for a December 5 webinar.
- Sent mail to Effie to ask for her help with the web site update.
- Updated the pages for the website review work.

Monday, November 17, 2025

- Updated the newsletter with edits
  - Changed the word "extension" to "deadline" in the DC section.
  - Updated **Double Webinar** section.

    - Removed middle paragraph in **Join the iLRN Virtual Labs Community** section.
    - Updated **Call for Papers & Simulations: State of XR & Immersive Learning 2026** section.
    - Removed **Special Call for Indigenous-led XR Projects** section.
    - Removed **Build-up to iLRN2026: Call for Presentations** section to reduce newsletter length.
- Updated post-webinar newsletter subscription success page at https://subscribepage.io/ilrnpostwebinar
- Sent newsletter
- Updated Zoom webinar session for November 25th iLEAD double webinar https://us06web.zoom.us/webinar/register/WN_7M45I2eXQECbFwdC6DyxkA - **Sent to team for review 11/12, no feedback**

Sunday, November 16, 2025

- Updated the newsletter draft based on feedback:
    - Added DC extension image as requested by Daphne
    - Changed the image for iLRN2025 to the one in the newsletter draft (forgot it the first time)
    - Fixed the online conference dates to June 14-15, 2026
    - Added iLEAD webinar (November 25) registration link.
- Worked on Katie Holick Zoom recording
    - Grabbed description from Discord
    - Created title image from a screen capture of her slide deck

Friday, November 14, 2025

- Copied newsletter draft information to MailerLite and sent out for review. Review list is Jonathon, Brighten, Jule, Anasol, and the iLRN2026 General Chairs

Thursday, November 13, 2025

- Added FrameVR logo to Partners page - https://www.immersivelrn.org/about/partners/
- Added GIET logo to Partners page - https://www.immersivelrn.org/about/partners/
- Worked with Charlene on call for volunteers for Invision Community update project.
- Started to work on getting the newsletter draft out.

Wednesday, November 12, 2025

- Created Zoom webinar link for the iLRN webinar on November 25th and sent it to speakers for review. https://us06web.zoom.us/webinar/register/WN_7M45I2eXQECbFwdC6DyxkA
- Sent link for "to do" list to Jonathon as an FYI.
- Responded to Dennis regarding his question about the number of people in the iLRNetwork. I estimated it at around 1000 people because our newsletter has 993 subscribers and this includes people added from the website and conference registration

lists. There may be some others who interact with our social media posts who are not subscribed to the newsletter, but I don't have a good way of estimating them.

- Added a project to the Executive Team Workbench to review and update the Partners page on the website.
- Invision Community 5 Update Project
  - Created the ic5updates@immersivelrn.org email group.
  - Reviewed and updated volunteer pages.
  - Send draft message to Charlene for review.
- Changed permissions on the **Professional Standards and Measures** book to hide it from the public since the title was marked as private.
- Added online keynote speaker Barney Dalgarno to the Keynote and Featured Speakers page.
- Added online joint featured speakers Panayiotis Koutsabasis and Spyros Vosinakis to the Keynote and Featured Speakers page.https://preview.mailerlite.io/emails/webview/606679/173524496583492811https://preview.mailerlite.io/emails/webview/606679/173524496583492811https://preview.mailerlite.io/emails/webview/606679/173524496583492811

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