

Conference Group Minutes

**Friday 2nd September 2022**

**Present**:

Deborah Munro (Chair, Aston), Laura Newman (Vice, Loughborough), Chris Bradford (Warwick), Ruth Houghton (Cranfield), Funmike Ifie (Loughborough), Andrea Kellett (Birmingham), Natalie Baker-Fosker (Mercian Collaboration)

**Apologies:** Ruth Jenkins (Cranfield), Matt Cunningham (MSDG, Loughborough), Jo-Anne Watts (Wolverhampton, Steering Group), Catherine Robertson (Birmingham), Adrian Clarke (Loughborough)

## Summary of New or Outstanding Actions

**ACTION:** Deborah to remind all Cranfield attendees not to wear green (due to green screen in studio)

**ACTION:** Deborah to email any programme changes to Chris Bradford ASAP.

**ACTION:** Chris Bradford to make final edits to conference programme on Monday morning.

**ACTION:** Andrea to send delegate email after 10am on Monday. .

**ACTION**: Funmike to contact the remaining speakers to request that they book onto the conference via the booking form before 10am on Monday.

**ACTION**: Laura to contact David Sherwood at BibliU to request the presentation slides and a response regarding the joint presenters, if applicable.

**ACTION**: Funmike to chase remaining presenters to send their slides

**ACTION**: Funmike and/or Catherine to send reminder to speakers that they need their slides ready to go for each of the breakout sessions.

**ACTION**: Laura to edit booking form using the toggle button to close bookings at 10am Monday

**ACTION**: If applicable, Andrea to manually add speakers to the conference delegates spreadsheet.

**ACTION**: Andrea to compile a list of delegates with job titles and institutions and send to Laura

**ACTION**: Andrea to send Laura a separate list of names and email address booked onto each breakout session.

**ACTION**: Laura to supply Cranfield with names, email address and breakout room selections for each delegate.

**ACTION**: Deborah Munro to ask Chris Porter to remind delegates - during her welcome speech - not to worry about breakout sessions because the Cranfield studio team are sorting this for us.

**ACTION**: Laura to send an email to all moderators with text stating how to transition into the sessions.

**ACTION**: Funmike to finish writing lead in text and send to Laura by Monday so that she can check the text and forwarded to those doing lead ins (Chris P, Deborah, Toby).

**ACTION**: Deborah to setup a Conference related Teams channel/chat so that questions will be visible to all moderators.

**ACTION**: Deborah to provide her telephone number to conference group members.

**ACTION**: Chris Bradford and Ruth Houghton to discuss method of receiving questions for keynote speaker and sponsor

## 22/81 Welcome and Action List Updates

Team welcomed to short Conference Catch-Up session.

Natalie confirmed that last meeting minutes were accepted as accurate by Laura via email and have been uploaded to the Mercian website.

Chair ran through action list to mark off completed actions.

**ACTION:** Deborah to remind all Cranfield attendees not to wear green (due to green screen in studio).

## 22/82 Conference Programme

Group briefly discussed the final version of the conference programme which has been proofread by various colleagues. Chair drew attention to some minor alterations needed to the programme.   
Following some discussion around these minor changes, Chris Bradford agreed to make some changes to the document first thing on Monday morning.

**ACTION:** Deborah to email any programme changes to Chris Bradford ASAP.

**ACTION:** Chris Bradford to make final edits to conference programme on Monday morning.

Andrea stated that she has drafted an email to delegates with joining instructions (including reminder to use correct name and email address for breakout sessions) and is ready to send on Monday morning. However, due to the changes required to the final programme, Andrea agreed to wait until 10am to send the email so that she can include the revised final version of the programme.

**ACTION:** Andrea to send delegate email after 10am on Monday.

Group discussed lessons learned and suggested that for the 2023 conference, the programme document should be created from scratch, rather than using an old version as a template, to avoid compounding existing accessibility and formatting errors.

## 22/83 Delegate booking form

Group discussed delegate bookings and noted that there are still some outstanding speakers that need to be registered as delegates via the conference booking form.

**ACTION**: Funmike to contact the remaining speakers to request that they book onto the conference via the booking form before 10am on Monday.

## 22/84 Conference presentations

Group discussed receipt of conference presentations/slides and confirmed the names of the presenters from whom slides remain outstanding. This includes the keynote speaker and sponsor.

Vice chair noted that we are still awaiting a response from Natalia at BibliU regarding the joint presentation.

**ACTION**: Laura to contact David Sherwood at BibliU to request the presentation slides and a response regarding the joint presenters, if applicable.

**ACTION**: Funmike to chase remaining presenters to send their slides.

Group discussed their doubt over whether session 4B3 would take place as the presenters have not sent their slides, nor booked a technical session with Cranfield. But group collectively decided to leave it in the programme, and if necessary, react accordingly on the day of the conference.

Funmike also confirmed that there is one presentation for which we have been unable to open the document and offered to chase the speaker.

Chair and vice chair confirmed that the presentations have been sent to us as backup only, to support the presenters, should any technical issues arise. On the day of the conference, the presenters will be sharing their screens and using their own versions of their presentations.

If presenter doesn’t have their slides, and we don’t have a copy, they will either have to present without their slides, or withdraw their session.

**ACTION**: Funmike and/or Catherine to send reminder to speakers that they need their slides ready to go for each of the breakout sessions.

## 22/85 Quick updates

Chair asked for a quick roundup on everyone’s conference tasks.

### Delegate bookings and joining instructions

Andrea confirmed that she has drafted the email to delegates and it’s ready to go as soon as she received the final programme document. She has used embedded links to avoid confusion for delegates

Chair and vice chair confirmed that delegate bookings will close on the morning of Monday 5th September.

**ACTION:** Laura to edit booking form using the toggle button to close bookings at 10am Monday

It was agreed that any outstanding speakers that have not booked on to the conference themselves by the time the bookings close, can be added to the spreadsheet manually by Andrea. These delegates will need to be randomly allocated their breakout sessions.

**ACTION:** If applicable, Andrea to manually add speakers to the conference delegates spreadsheet.

**ACTION:** Andrea to compile a list of delegates with job titles and institutions and send to Laura asap.

**ACTION:** Andrea to send Laura a separate list of names and email address booked onto each breakout session.

**ACTION:** Laura to supply Cranfield with names, email address and breakout room selections for each delegate.

### Zoom links

Laura and Andrea confirmed that they have two zoom links (one for each day of the conference).

Funmike requested the two links. Andrea confirmed that both links will be sent in the joining instructions via email on Monday morning.

### Moderators

Vice chair suggested that all moderators should have the same information to transition into the breakout sessions.

**ACTION:** Deborah Munro to ask Chris Porter to remind delegates - during her welcome speech - not to worry about breakout sessions because the Cranfield studio team are sorting this for us.

**ACTION:** Laura to send an email to all moderators with text stating how to transition into the sessions.

Vice chair requested that conference group be on standby to moderate sessions if the lead moderators experience technical issues on the day.

Vice chair confirmed that lead-in text is still required for lead moderators - including Chris Porter.

It should be a pre-prepared brief introduction, summarising the session and important delegate information, such as reminding delegates to keep microphones off, cameras on and to post questions in the chat, rather than disturbing the flow of the sessions.

**ACTION:** Funmike to finish writing lead in text and send to Laura by Monday so that she can check the text and forwarded to those doing lead ins (Chris P, Deborah, Toby).

Group briefly discussed how breakout sessions will be managed. It was agreed that if delegates are placed in the wrong break out session, David at Cranfield will be available to monitor such errors and field the delegates to the correct session. Once assigned a session, delegates are not able to leave and re-join other sessions independently.

## 22/86 Q&A’s

Group discussed options to gather and field questions during the Q&A sessions and round table discussions. Options ranged from a conference related Teams channel/chat and group WhatsApp messages.

**ACTION:** Deborah to setup a Conference related Teams channel/chat so that questions will be visible to all moderators.

Chair agreed to share mobile number for emergency use.

**ACTION:** Deborah to provide her telephone number to conference group members.

It was agreed that Chris and Ruth would need to have a further discussion with Ant Brewerton to determine how the questions for his session should be received. Similarly lead moderator for sponsor session should do the same.

**ACTION:** Chris Bradford and Ruth Houghton to discuss method of receiving questions for keynote speaker and sponsor

Chair stated that due to ongoing work commitments, she is unavailable and non-contactable on Monday to handle any issues that may arise, therefore all issues should be referred to vice chair on Monday.

Chair believes we are on track for a successful conference next week and thanked the conference team for their continued hard work and support.

## 22/87 AOB

No other business recorded.

## 22/88 Next Meeting

Conference takes place on Tuesday 6th and Wednesday 7th September 2022.

No further planning meeting scheduled at this time.

Next conference group meeting tentatively scheduled in the Mercian events calendar for November 2022 - date and time TBC.