



## Mercian Collaboration Conference Meeting

### Agenda

10:30am-2:30pm, 13<sup>th</sup> August 2018

**Loughborough University**

- 01 Apologies & introductions
- 02 Matters arising from last meeting (14/06/18)
- 03 Merchandise/marketing
  - a. Giveaways and Promotional Materials
  - b. Sponsor Funding
- 04 Programme and Event Facilitation
  - a. Final programme outline
  - b. The day before – onsite preparations & venue considerations
  - c. Session Chairing & other roles and duties
  - d. Keynote
  - e. Plenary/Closing Session
- 05 Other Operation Concerns
  - a. Special interest groups: representation
  - b. Sponsors: Logos, inserts and stands
- 06 Post Event Operations
  - a. Delegate Feedback
  - b. Capturing Post-Event Committee Reflections
  - c. Costs and Expenses
- 07 AOB
- 08 Next meeting: Pre-event