# Conference Group Meeting Minutes

## Monday 27th February 2023 @ 11:00 - Online

# Summary of New or Outstanding Actions

* ACTION:Delegate liaisons to collate document with hotel suggestions, including links, details of location (how close to venue/train station) etc.
* ACTION: Chair to send around proposed timeline to group
* ACTION: Chair to update theme document with additional sub-themes from Directors and send around to group. ✓
* **ACTION**: Jo-Anne to feed back on conference theme confirmation at next Director's meeting
* ACTION: Paul and Jodie to update details of theme for call for sponsors and continue to push suppliers for sponsorship
* ACTION: Paul and Jodie to aim for 4-5 sponsors including one Platinum
* ACTION: Funmike and Grace to update details of theme on call for speakers
* ACTION: Grace to gain access to Mercian conference gmail account from NBF
* ACTION: Funmike and Grace to update submissions form for speakers
* ACTION: Funmike and Grace to make call for speakers live – email to the Mercian LIS list and give to NBF to be posted on the webpage
* ACTION: All group members to volunteer to help with sessions for potential speaker submissions if they are free
* ACTION: Funmike and Grace to get permission from Jodie to use speaker submission from last year as an example in sessions
* ACTION: Funmike and Grace to send call for papers promo to Matt to be shared by MSDG
* ACTION: NBF to post updated sponsorship policy on website.
* ACTION: NBF to post call for speakers and speaker training webinars on webpage ASAP once received
* ACTION: Catherine to find official photos of the Exchange and share with Grace and Funmike. ✓
* ACTION: Chair and Vice Chair to discuss theme of keynote and make a decision, then share with the rest of the group for further ideas
* ACTION: Jo-Anne to share name of potential keynote speaker *✓*
* ACTION: Catherine and Andrea to start thinking about getting a student representative for the panel
* ACTION: All to consider panel – one sub-theme or broad discussions? Any suggestions for members on panel?
* ACTION: Emily and Katie to edit conference booking form to include dietary requirements (including free text box) and other additional needs for the venue
* ACTION: Emily and Katie to check information needed for name badges is on booking form (name, job title, institution, pronouns)
* ACTION: Matt to check what merchandise already exists from previous conferences
* ACTION: Michelle, Catherine and Andrea to contact the Exchange to find out about name badges/lanyards – do they offer this as a service?
* ACTION: Catherine and Andrea to look into quotes for branded merchandise and establish if Birmingham will pay and be reimbursed.
* ACTION: Chris and Dave to email Simon Satchwell-Giles, Chair of Mercian Disability Forum and get advice on making sure programme is accessible
* ACTION: Katie, Emily, Grace and Funmike to investigate how accessible Google Forms are versus Microsoft Forms and choose appropriate format for speaker submissions and delegate bookings
* ACTION: Chair to create and send doodle poll for next meeting in early April.
* ACTION: Chair to create and send doodle poll for speaker submission meeting in mid-May
* ACTION: Catherine/Andrea to get rough idea of quote for a room at the Exchange for mid-May meeting.

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# 23/09 Welcome and Apologies

Group welcomed to Conference Group meeting.

**Present**: Laura Newman (Chair, Loughborough), Ruth Houghton (Vice Chair, Cranfield), Matt Cunningham (MSDG liaison, Loughborough), Chris Bradford (Warwick), Andrea Kellett (Birmingham), Grace Troth (BCU), Katie Abranson (Cranfield), Dave Palmer (Aston), Michelle Mayer (Coventry), Paul Cavanagh (Nottingham), Emily Wild (Worcester), Jo-Anne Watts (Steering Group Sponsor, Wolverhampton), Jodie Heap (Staffordshire), Catherine Robertson (Birmingham), Funmike Ifie (Loughborough)

**Apologies:** Natalie Baker-Fosker (Mercian Collaboration)

# 23/10 Matters arising from previous meeting

None. All previous actions completed.

# 23/11 Update on conference theme

Chair had emailed out proposed conference theme to Directors with the proviso that if no feedback was given then tacit approval was assumed. Received feedback from 8 Directors, largely positive with the majority of the comments supporting the theme.

#### Action: Chair to update theme document with additional sub-themes from Directors and send around to group ✓

***Action:*** *Jo-Anne to feed back on conference theme confirmation at next Director's meeting*

# 23/12 Sponsorship update

Jodie shared that they are targeting Talis as the Platinum sponsor but so far have not heard back despite repeated attempts. They have also contacted T&F but also no response so far. They will continue emailing them and other suppliers in a bid to gain sponsorship.

ACTION: *Paul and Jodie to update details of theme for call for sponsors and continue to push suppliers for sponsorship*

ACTION: *Paul and Jodie to aim for 4-5 sponsors including one Platinum*

ACTION: *NBF to post updated sponsorship policy on website.*

# 23/13 Call for papers update

Funmike shared the call for speakers document which they have prepared and there was some discussion over dates and what information in needed in the call/form. Funmike and Grace are keen to get more information upfront from speakers this year to save confusion and chasing later, so will be asking for a speaker bio, abstract of session and photo. Some discussion over where to share the Call for speakers but decided we should only share within Mercian at least initially. Matt suggested making use of MSDG to ensure Call is shared with staff at all member institutions.

ACTION: *Funmike and Grace to update details of theme on call for speakers*

ACTION: *Grace to gain access to Mercian conference gmail account from NBF*

ACTION: *Funmike and Grace to update submissions form for speakers*

ACTION: *Funmike and Grace to make call for speakers live – email to the Mercian LIS list and give to NBF to be posted on the webpage*

ACTION: *Funmike and Grace to send call for papers promo to Matt to be shared by MSDG*

# 23/14 Submitting a successful paper event update

Grace shared plans for the events to encourage new or nervous speakers to submit to be speakers. They will be running on 27th March 3-4pm and 19th April 12-1pm, both online. Grace suggested that we use successful examples of submissions from last year in the sessions – Michelle and Catherine gave permission for theirs to be used.

ACTION: All group members to volunteer to help with sessions for potential speaker submissions if they are free

ACTION: Funmike and Grace to get permission from Jodie to use speaker submission from last year as an example in sessions

ACTION: NBF to post call for speakers and speaker training webinars on webpage ASAP once received

ACTION: Catherine to find official photos of the Exchange and share with Grace and Funmike. ✓

# 23/15 Keynote discussion

Chair discussed suggestions on padlet and noted that some seemed too niche while others might be more appropriate for panel discussions instead. Jo-Anne suggested that we clarify what theme exactly we want the keynote to be on given the conference theme is fairly broad at the minute.

ACTION: *Chair and Vice Chair to discuss theme of keynote and make a decision, then share with the rest of the group for further ideas*

ACTION: *Jo-Anne to share name of potential keynote speaker ✓*

There was also a discussion on the panel and whether we should do this on a specific sub-theme(s) or focus more broadly on the larger theme. Chair confirmed that Helen Curtis has agreed to be on the panel as a female leader. Panel discussion to be clarified following clarification of keynote subject, but some consideration needed for panel members ASAP.

ACTION: *Catherine and Andrea to start thinking about getting a student representative for the panel*

ACTION: *All to consider panel – one sub-theme or broad discussions? Any suggestions for members on panel?*

23/16 Confirmation of final dates for catering/bookings from venue

#### Andrea confirmed that all bookings/catering details needed 15 working days before event. Chair decided to close bookings for delegates on 14th August.

Discussions around what information is needed from delegates on booking form, and around more specific needs/things to think about for a physical conference. Group discussed things such as lanyards/name badges and merchandise.

ACTION: *Emily and Katie to edit conference booking form to include dietary requirements (including free text box) and other additional needs for the venue*

ACTION: *Emily and Katie to check information needed for name badges is on booking form (name, job title, institution, pronouns)*

ACTION: *Matt to check what merchandise already exists from previous conferences*

ACTION: *Michelle, Catherine and Andrea to contact the Exchange to find out about name badges/lanyards – do they offer this as a service?*

ACTION: *Catherine and Andrea to look into quotes for branded merchandise and establish if Birmingham will pay and be reimbursed.*

# 23/16 Accessibility – planning ahead

Discussions around the need to ensure that all materials and forms are as accessible as possible. Chris raised issues around the programme for last year’s event. Chair confirmed that we should start considering this now so that we don’t have a last-minute panic.

ACTION: *Chris and Dave to email Simon Satchwell-Giles, Chair of Mercian Disability Forum and get advice on making sure programme is accessible*

ACTION: *Katie, Emily, Grace and Funmike to investigate how accessible Google Forms are versus Microsoft Forms and choose appropriate format for speaker submissions and delegate bookings*

# Next meeting

Chair suggested next meeting in early April and then an in-person meeting for the paper selection in mid-May which met with agreement.

ACTION: Chair to create and send doodle poll for next meeting in early April.

ACTION: Chair to create and send doodle poll for speaker submission meeting in mid-May

ACTION: Catherine/Andrea to get rough idea of quote for a room at the Exchange for mid-May meeting.

# AOB

No AOB raised.