# Conference Group

## Minutes

**Wednesday 19th July 2022**

**Present**: Laura Newman (Vice, Loughborough), Chris Bradford (Warwick), Adrian Clarke (Loughborough), Jo-Anne Watts (Wolverhampton, Steering Group), Ruth Houghton (Cranfield), Matt Cunningham (MSDG, Loughborough), Catherine Robertson (Birmingham), Gareth J Johnson (Mercian Collaboration); Natalie Baker-Fosker (Newman)

**Apologies**: Deborah Munro (Chair, Aston), Andrea Kellett (Birmingham), Funmike Ifie (Loughborough)

### Summary of Actions

**ACTION: Catherine & Funmike to obtain full details of Ant's talk along with a biography and photograph for the programme**

**ACTION: Deborah to revise programme timings and share with all**

**ACTION: Catherine and Funmike to chase speakers for details and agreement to speak where there are any delays**

**ACTION: Catherine and Funmike to provide Chris with speaker information and images for inclusion in the programme**

**ACTION: Ruth to confirm speaker training session(s) date and time with Cranfield team**

**ACTION: Laura and Deborah to talk to Chris Porter about hosting lead-in sessions**

**ACTION: Adrian to talk to Helen Curtis about invoicing Bibliu**

**ACTION: Deborah to provide Chris with conference welcome text for the programme**

**ACTION: Laura and Adrian to coordinate sponsor logo and materials for the programme**

**ACTION: Ruth to approach Karyn Meaden-Pratt to discuss potential involvement in round table**

**ACTION: Chris to approach Library Associates to discuss potential involvement in round table**

**ACTION: Laura and Deborah to agree final panel members and make approaches**

**ACTION: Laura and Deborah to agree final questions and share with panel members ahead of event**

**ACTION: All to feedback thoughts on panel members to Laura and Deborah**

**ACTION: GJJ to share potential greenscreen images with the team**

**ACTION: Team to agree on background image and provide to Cranfield**

**ACTION: Catherine to confirm with Funmike that she can be present at Cranfield**

**ACTION: Matt and Laura to coordinate on setting a date for a moderator briefing sessions**

**ACTION: All moderators to attend briefing sessions**

**ACTION: Laura to draft moderator rota and share with team**

**ACTION: GJJ and Andrea to ensure booking form and joining instructions to note importance of using Zoom related email account to book**

**ACTION: Deborah to share final programme before booking form launched publicly**

**ACTION: Laura, Deborah, Matt and Natalie to coordinate promotion of the delegate booking announcement**

**ACTION: All team members to promote the event via their personal and professional networks**

**ACTION: Andrea and Deborah to draft and share joining instructions for comment and feedback**

**ACTION: Debora and Laura to coordinate Doodle-poll for pre-conference meetings**

**ACTION: All to attend all meetings and training ahead of the conference wherever possible**

**ACTION: Deborah and Laura to coordinate feedback form distribution and prize draw**

**ACTION: Ruth to check into Cranfield covering the costs of a lunch for on-site staffers on Day One**

**ACTION: Deborah and Laura to arrange thank you gift for the Cranfield Team**

GJJ 19th July 2022

Laura chaired the meeting in Deborah's absence, and following introductions, welcomed Natalie to the meeting in her role in covering aspects of the Officer's post ahead of a successor being appointed.

## 22/51 Keynote Update

Ant Brewerton (Oxford) has now confirmed he will be attending as keynote speaker, although he has yet to provide a title for his talk. Catherine and Funmike would follow up to check this, to obtain a biography and photo as well and generally facilitate his attendance in person at Cranfield for the event. It was noted Ant was likely to come on the day, although there were options to stay on and near campus if he changed his mind.[i]

**ACTION: Catherine & Funmike to obtain full details of Ant's talk along with a biography and photograph for the programme**

## 22/52 Site Visit

Deborah, Ruth and Laura met with David at Cranfield yesterday (18th) and reported that the conference team there are generally happy with the programme, bar some minor timing adjustments. The event will be hosted on Zoom for delegates, with speakers presenting within Teams. Following the meeting Deborah planned to revise the programme timings to provide more change over time between breakouts

**ACTION: Deborah to revise programme timings and share with all**

## 22/53 Sponsorship update

Adrian confirmed that a title (platinum) sponsor had been obtained, Bibliu. They had requested to present a paper which had been accepted, and final details were still pending. Laura noted thanks to Adrian for his efforts here, especially as he will be departing the team to a new role ahead of the conference.

## 22/54 Speakers

Catherine and Funmike had given speakers until 29th July to confirm their attendance in their mailshot, to allow for some follow-ups where there was sluggish response. It was noted that speaker biographies and images would need to be provided to Chris in a timely manner in order to create the final programme ahead of the event.

**ACTION: Catherine and Funmike to chase speakers for details and agreement to speak where there are any delays**

**ACTION: Catherine and Funmike to provide Chris with speaker information and images for inclusion in the programme**

It was noted that Cranfield were confirming the data and time for the speaker training sessions, and Ruth would update the team as soon as this had been identified.

**ACTION: Ruth to confirm speaker training session(s) date and time with Cranfield team**

## 22/55 Programme & Timings

Cranfield proposed adding in 'lead in' five minute segments between breakout sessions, wherein one of the team would welcome people back before sending them on to their next session. It was suggested that the lead-in facilitator could share details of the previous sessions for all, with notes fed

back from moderators. It was pointed out this could make for additional time pressures, and that summarising from pre-prepared materials (e.g. the programme) would be a more effective approach. It was suggested for Day 1, that Chris Porter could potentially host the lead-in sessions but she would need to be formally asked. For Day 2, this responsibility would fall most likely to the group chair or vice.

**ACTION: Laura and Deborah to talk to Chris Porter about hosting lead-in sessions**

It was noted that the confirmation of the sponsor's session was still outstanding, although Adrian suggested that this was due to the delay in invoicing them. He would follow up with Helen Curtis (Collaboration Treasurer) to facilitate this going forward soon.

**ACTION: Adrian to talk to Helen Curtis about invoicing Bibliu**

To help facilitate timings, Funmike and Ruth had both agreed to withdraw their papers to provide the necessary flexibility. Laura thanked them both for this generous move.

## 22/56  Event Programme

GJJ suggested a welcome from Deborah for the programme would be a desirable addition, and noted she could draw text from the various conference news items on the website to this end.

**ACTION: Deborah to provide Chris with conference welcome text for the programme**

It was noted that information from the sponsors (e.g. logo, advertisement text) was still outstanding. Laura and Adrian agreed to follow this up.

**ACTION: Laura and Adrian to coordinate sponsor logo and materials for the programme**

GJJ reminded the Team that Chris required support for copyediting and proofing, as she had requested more of it following last year's experiences. Laura agreed that she and Deborah would provide this in the first instance, but welcomed offers of involvement from the rest of the team.

## 22/57  Round Table (Panel Discussion)

There was a discussion around the composition of the round table scheduled for the end of the conference, the topics to be discussed and the panel's composition. Chris Porter (Newman) and Tim Wales (Cranfield) were confirmed, and Toby at Cranfield would act as the panel moderator. Additional members proposed were: Matt Cunningham as a customer services expert and Karyn Meaden-Pratt (Cranfield) as an archivist. Matt agreed to participate and Ruth would sound out Karyn.

Other people suggested were Warwick's Library Associates (students), Will Peadon (Metadata Group, Aston) and Joshua Sendall (Nottingham, research support lead). It was agreed that Deborah and Laura would think about this some more and make the final approaches to invite the participants.

**ACTION: Ruth to approach Karyn Meaden-Pratt to discuss potential involvement in round table**

**ACTION: Chris to approach Library Associates to discuss potential involvement in round table**

In terms of questions Laura outlined the draft outlines of three areas of inquiry and discussion:

GJJ 19th July 2022

i. By diluting the 'library space' are we becoming too broad in scope to engage with our community?
ii. With an increase in online teaching resources can we define 'successful' engagement in ways other than just numbers of sessions and students attending?
iii. A more collections focussed one.

There was a brief discussion of questioning areas and panel membership.

**ACTION: Laura and Deborah to agree final panel members and make approaches**

**ACTION: Laura and Deborah to agree final questions and share with panel members ahead of event**

**ACTION: All to feedback thoughts on panel members to Laura and Deborah**

## 22/58 Event Hosting

Cranfield had requested a 'high definition' background image for their green screen. After some discussion GJJ offered to provide a number of examples for the group to consider using his CC-0 sources to obtain a rights-free image.

**ACTION: GJJ to share potential greenscreen images with the team**

**ACTION: Team to agree on background image and provide to Cranfield**

There was a discussion about a prize or competition hosted during the event, but it was agreed in the experience of previous events to forgo this in 2022. Prizes tied to the feedback forms were thought to be a more useful and effective deployment of the Collaboration's funds. These would be highlighted in the event welcome, programme and by moderators during the event.

## 22/59 Moderation

There would be two moderators present in each session. As Ruth, Adrian and GJJ would be unable to participate, it was agreed that Deborah, Laura, Chris, Catherine, Matt and Jo-Anne would take these roles. It was expected, but to be confirmed, that Funmike would be on site and unable to be a moderator as a result. It was noted the moderators' jobs should be easier this year, thanks to the Cranfield team's set up.

**ACTION: Catherine to confirm with Funmike that she can be present at Cranfield**

GJJ had reshared his moderation guide during the meeting, and it was agreed some brief training would be useful. Matt agreed to lead this, and it would be scheduled for a short session in the coming weeks.

**ACTION: Matt and Laura to coordinate on setting a date for a moderator briefing sessions**

**ACTION: All moderators to attend briefing sessions**

Laura would draft a rota of moderators, and share this with the team ahead of the event.

**ACTION: Laura to draft moderator rota and share with team**

## 22/60 Delegate Booking

GJJ had prepopulated a booking form, which bar the final changes to the programme and timings was ready to go. GJJ noted it would need to be checked against the final programme to ensure people

GJJ 19th July 2022

were booking into the right sessions. People were asked to identify which sessions they were attending and would be locked in. Where there was any ambiguity on the day, Cranfield would be instructed to randomly allocate delegates to sessions. It was noted due to technical requirements that people should book to attend using their 'Zoom' account email (if they have one) rather than their default institutional one. This would be added to the booking information and reiterated in the joining instructions.

**ACTION: GJJ and Andrea to ensure booking form and joining instructions to note importance of using Zoom related email account to book**

**ACTION: Deborah to share final programme before booking form launched publicly**

The delegate booking for the conference would be promoted in a number of ways:

- Via Team members professional networks
- Via various mailing lists (including mercian-collaboration@Jiscmail)
- Via the MSDG Representatives
- Via the Collaboration Directors

**ACTION: Laura, Deborah, Matt and Natalie to coordinate promotion of the delegate booking announcement**

**ACTION: All team members to promote the event via their personal and professional networks**

It was noted that Deborah and Andrea were speaking/meeting outside of today's meeting with respect to delegate joining instructions, which were under development. These would be shared with the team ahead of the event for information and comment.

**ACTION: Andrea and Deborah to draft and share joining instructions for comment and feedback**

## 22/61 Key Steps

Laura summarised today's meeting by offering an overview of the key steps needed to achieve the conference successfully (see also **22/64 – Timetable**) from this point forward:

- Finalise programme and timings
- Open bookings online (Google Forms)
- Promote bookings (email, promote, advertise)
- Gather and collate speaker information and pass onto Chris for programme
- Compile draft programme and share for copyediting/checking
- Create delegate joining instructions
- Rota of moderators created and shared
- Speakers to book onto pre-meetings with Cranfield
- Confirm Bibliu talk title/member co-host
- Need background image for green screen for Cranfield
- Confirm moderators and which team members would be on site

## 22/62  Date of next meeting

It was agreed to host at least two meetings in August/September ahead of the conference. These would be in addition to any moderation and speaker training sessions. A regular committee meeting would be arranged in the middle of the August, and a pre-event meeting in the days leading up to the conference itself.

**ACTION: Debora and Laura to coordinate Doodle-poll for pre-conference meetings**

**ACTION: All to attend all meetings and training ahead of the conference wherever possible**

## 22/63  AOB

### a.  Feedback

GJJ reported he had created a feedback form for the conference and shared with Deborah and Laura. He strongly recommended this be distributed on the last day of the conference (or day after at the latest) in order to obtain a higher return rate. Follow up emails a week or two later were also advised. It was agreed to arrange a small incentive (prize draw) for all completed feedback forms, and to promote this heavily in the programme and other conference materials.

**ACTION: Deborah and Laura to coordinate feedback form distribution and prize draw**

### b.  Networking

Laura noted that despite the demands for networking, following Cranfield's recommendation and discussion between her and Deborah, they had decided to only offer it as an end of day activity. As had been observed elsewhere online networking seemed counter-intuitive to many people, unless facilitated, and as such would not be included this year. A return to a physical event in 2023 could see a welcome and easier return of networking as a conference element. GJJ encouraged team to highlight the approach to networking this year in programme materials so delegates could understand how it was being used (and why).

### c.  On Site Catering

It was agreed to arrange a lunch for any team members, along with the Collaboration Chair and Keynote, at Cranfield on the day. GJJ noted that the Collaboration could cover the costs, but it was agreed that it would be more practical for Cranfield to cover these given the bureaucracy involved in recharging/reclaiming the costs from an external body to the university. Ruth would check into this and confirm.

**ACTION: Ruth to check into Cranfield covering the costs of a lunch for on-site staffers on Day One**

### d.  Cranfield Thanks

It was agreed that Deborah and Laura would seek to provide a small thank you gift for the Cranfield team members for their support, funded by the Collaboration, after the event.

**ACTION: Deborah and Laura to arrange thank you gift for the Cranfield Team**

### e.  Farewell to the Officer

Laura offered a valedictory salute to GJJ for his support for the group over the years, and fighting back the tears, she noted how things would never be the same again. For his part GJJ wished the group every success with the conference, expressing his utmost confidence their efforts this year. He also wished Natalie well in her capacity of covering for the Officer role over the coming months.

GJJ 19th July 2022

## 22/64 Next Steps & Timetable

| January | February | March |
|---|---|---|
| ~~Initial Committee Meeting (14th)~~ | ~~Collate, review and outline event theme~~ <br> ~~Agree on committee role assignments~~ <br> ~~Agree final sponsor offer~~ <br> ~~Brief catchup meeting (16th Feb)~~ | ~~Agree final event theme~~ <br> ~~News Item: Theme Announce~~ <br> ~~Draft call for papers/speakers~~ <br> ~~News Item: Launch call for sponsors~~ <br> ~~Committee meeting (16th Mar)~~ |
| **April** | **May** | **June** |
| ~~Site visit - Chair/Vice (>May)~~ <br> ~~News Item: Call for papers/speakers launched (pre-Easter)~~ <br> ~~Conference Microsite Launch~~ <br> ~~Committee meeting (postponned)~~ | ~~Site Visit (Cranfield)~~ <br> ~~Speaker briefing events (10th & 19th)~~ <br> ~~Draft/update moderation guide~~ <br> Keynote(s) & panel identified <br> ~~Committee meeting (13th May)~~ | ~~Papers/Speakers call closes (13th June)~~ <br> <span style="color:red">Draft joining instructions</span> <br> ~~Paper selection meeting (22nd June)~~ |
| **July** | **August** | **September** |
| ~~Speakers & Keynote Confirmed (Early)~~ <br> ~~Draft programme created~~ <br> Delegate bookings open <br> News Item: Delegate bookings open (25th) <br> ~~Define moderation expectations & consider training~~ <br> ~~Draft feedback form created~~ <br> Sponsor invoices sent <br> ~~Committee meeting (19th June)~~ | Finalise joining instructions <br> Joining instructions to delegates & speakersii <br> Feedback form finalised <br> Pre-Event Speaker Testing/Training <br> <span style="color:green">Moderator Training meeting</span> <br> Bookings close (31st)iii <br> Final programme made available online <br> <span style="color:green">Committee meeting (Mid-August)</span> | <span style="color:green">Pre-Event brief committee meeting (date TBC)</span> <br> <span style="color:red">**6-7th Conference Hosted**</span> <br> Post-Conference Social event (6th) <br> Delegate feedback forms disseminated <br> Sponsor thanks letters disseminated <br> News Item: Conference Report |
| **October/November** | **January '23** | |
| <span style="color:green">Review/Washup Meeting (date TBC)</span> <br> Conference feedback analysis report <br> Older committee members standdown <br> Handover Chair/Selection new Vice Chair <br> Call for new committee members <br> News Item: Conference feedback report | Annual report to Steering Group <br> <span style="color:green">First Conference 2023 Meeting</span> | |

---

i Ruth suggested: https://venuecranfield.co.uk/cmdc/

ii And where eligible, sponsor representatives

iii The exact date should be as late as possible, but may depend on the requirements of the Cranfield team to have access details for speakers and delegates

GJJ 19th July 2022