



## Mercian Collaboration Conference Group Meeting

Minutes

07/12/16

Teleconference

### 01 Apologies & introductions

**Present:** Emma Walton (Chair), **Anna Richards** (minutes), Gaz Johnson, Liz Kennedy, Helen Curtis, Matt Cunningham, Chloe Turner, Carol Barker, Jen Brotherton

**Apologies:** Claire Preval no longer works at University of Leicester and this has created a gap in the group.

### 02 Actions from previous meeting

#### a) *Induction week dates*

All available term dates had been added to a shared spreadsheet.

#### b) *Other conference dates*

The Northern Collaborate conference will be 08/08/17.

#### c) *Roles and membership*

A list of roles had been circulated by Emma. There is now a gap for Marketing with the possibility of Liz or someone else from the group covering this. Emma and Liz will discuss this outside of the group.

It was agreed our photos could be added to the Mercian Collaboration website.

**Action:** All to send photos to Gaz.

**Emma** will contact Rob Davies of the University of Leicester about being involved in the group.

### 03 Date: Selecting the date

The week beginning 11/09/17 was chosen, with a choice of dates from 12/09/17-15/09/17

**Action:** **Emma** to contact University of Derby due to clash with their induction week.

### 04 Location: Selecting the location

A central location near to the M1 was suggested as providing the best location due to accessibility for all members. We have £3000 to cover all costs and it is expected the venue will be the biggest cost.

**Action:** **Chloe, Anna and Carol** will investigate venue spaces in Leicester.

**Helen, Liz and Jen** will investigate venue spaces in Nottingham.

### 05 Theme: Selecting a theme or note

It was decided a theme would be helpful as it provides focus, makes calls for papers easier etc. Engagement was suggested as a theme as this could be applied in several ways e.g. engaging with the sector, engaging with stakeholders, engaging with the future.

**Action: Gaz** to create an editable shared document

**All** to add ideas for the theme, the format of the conference and how we might promote it.  
Deadline 1 week before next meeting.

06 Outline conference planning timeframe

- Jan/Feb: Next planning meeting
- Mar: Agree/book venue, announce formally announce conf (T-6)
- Apr: Call for papers, approach keynotes (T-5)
- May: Agree outline conf programme (T-4)
- June: Submission deadline, Agree papers/reply to submitters (T-3)
- July: Finalise programme, open delegate bookings (T-2)
- Sept: Host conference

Some dates may be changed to allow for slippage.

07 Date of next meeting(s)

The next meeting will be face-to-face in January and in Leicester.

**Action: Emma** to contact Rob Davies about space

**Emma** to set up a Doodle poll for possible dates

08 AOB

None