



Mercian Collaboration Conference Group Meeting

Wednesday June 14th, 12.00 - 16.00, Pilkington Library

1. Apologies, minutes and actions of previous meeting

Present: Emma Walton (Meeting Chair), Carol Barker, Jen Brotherton, Helen Curtis, Liz Kennedy, Chloe Turner, Anna Richards, Matt Cunningham (SDG),

Apologies: Rob Davies, Gareth Johnson (MCDO)

Actions from previous meeting: Eric Stoller confirmed as keynote speaker.

2. Reviewing session paper submissions

The group reviewed the 21 papers which were submitted and selected those for inclusion in the conference.

Action: Emma to send rejection emails

Action: Jen to draft acceptance email

Action: Chloe and Emma to contact some potential speakers to ask if they would be willing to modify proposals or work together.

3. Setting the conference programme

a) Timetable of conference

The following timetable was agreed:

| | |
|---------------|-------------------------------|
| 09.30 - 10.00 | Coffee and registration |
| 10.00 - 10.10 | Welcome |
| 10.10 - 11.00 | Keynote - Eric Stoller |
| 11.00 - 11.20 | Coffee break |
| 11.20 - 12.00 | Parallel session 1 (4 tracks) |
| 12.10 - 12.50 | Parallel session 2 (4 tracks) |
| 12.50 - 13.40 | Lunch |
| 13.40 - 14.20 | Parallel session 3 (3 tracks) |
| 14.30 - 15.10 | Parallel session 4 (3 tracks) |
| 15.10 - 15.30 | Coffee break |
| 15.30 - 16.00 | Plenary |

SDG to have a stand, staffed during lunch and coffee breaks.

b) Booking arrangements

Anna suggested it would be preferable to have booking process as automated as possible. Suggested to ask delegates to indicate which parallel sessions they would be interested in attending to gauge likely numbers.

Action: Anna to investigate usage of LibCal for bookings, and produce draft booking form.

5: Catering arrangements

It was agreed that the 'gold' catering option would be selected - this provides for lunch, 3 coffee/tea breaks and water/juice throughout the day.

6. Marketing and marketing giveaways

a) Promotional material

Action: Liz to investigate costs for pens, notepads, USBs and reusable cups

b) Event flyers/conference programmes

It was suggested that these could be produced by DMU print shop. If that is not possible, could be produced by group, and seek feedback from delegates as to whether the quality was suitable. It was noted that University print shops may be unable to accommodate at this time of year.

Action: Carol to investigate costing/feasibility of DMU producing materials

c) Name badges

Conference group, and delegates to have name badges on lanyards. Conference group members to have different coloured lanyard, stickers for speakers.

7. Next meeting.

August, ideally at The Venue. This may be our final meeting prior to the conference, or it may be possible to have another meeting at the end of August.