



Mercian Collaboration Conference Group Meeting
Meeting Room 1&2, Pilkington Library, University of Loughborough

Agenda

Noon-4pm, 14 June 2017

1. Lunch & informal catch up on progress
2. Apologies, minutes & actions of previous meeting (31/3/2017)
3. Reviewing Session Paper submissions
4. Setting the Conference Programme
 - a. Keynote requirements, format duration
 - b. Parallel sessions, audience size constraints, facility requirements, pre-booked or drop in
 - c. Posters, stands and other content
 - d. Booking arrangements
5. Food: Catering arrangements, refreshments, breaks etc
6. Marketing and marketing giveaways
 - a. Promotional material
 - b. Event flyers and conference programmes
 - c. Name badges etc
7. Roles and division of tasks
8. Organisation on the day
 - a. Role of the conference group
 - b. Member tasks & facilitation
9. AOB
10. Date/time and format of next meeting