



Conference Group Meeting Agenda

Wednesday 21st February 2024 @ 15:00 - Online

1. Welcome and Apologies

2. Introductions and confirmation of Conference Group roles

<https://merciancollaboration.org.uk/cg-current-members>

There is a guide to Conference Group Roles and Responsibilities available here:

<https://www.merciancollaboration.org.uk/sites/default/files/publications/Conference%20Group-Roles-V3.0.pdf>

'Conference Enhancement' is a new role that will lead on poster submissions and networking ideas. These are both areas that we wanted to expand last year but we didn't have capacity so it is good to have the extra people on board this year.

- Chair – Catherine Robertson (Aston)
- VC – Paul Cavanagh (Nottingham)
- Venue Coordinator – Jane Mansfield (DMU)
- Venue Coordinator - Deirdre Windsor (Worcester)
- Communications and programme – Grace Troth (BCU)
- Communications and programme – Andy Calvert (Warwick)
- Speaker liaison – Michelle Mayer (Coventry)
- Speaker liaison – Peter Doveston (Aston)
- Delegate liaison – Kerry O'Brien (Loughborough)
- Delegate liaison - Cristiana Ilie (Warwick)
- Sponsorship – Jodie Heap (Staffs)
- Sponsorship – Steve Bull (UoB)
- Conference Enhancement – Joe Williams (UoB)
- Conference Enhancement - Kate Snaith (Nottingham)
- Steering Group Sponsor – Sue Ackerman (Nottingham)
- MSDG Rep – Matt Cunningham (Loughborough)
- Executive Officer – Ruth Jenkins (Mercian Collaboration)



3. Previous minutes and actions

https://merciancollaboration.org.uk/sites/default/files/minutes/09_01_2024_MercianConferenceGroup_Minutes_v2.pdf

4. Timeline check

https://www.merciancollaboration.org.uk/sites/default/files/publications/Mercian%20Conference%20Group%20Planning%20Calendar%20template%202024_0.pdf

5. Confirm Event Theme(s)

6. Updates from CG Roles

1. Venue Co-ordinators
 - a. Confirm venue booking – The Venue at DMU
2. Communications and Programme Co-ordinator
3. Speaker Liaison
4. Delegate Liaison
5. Sponsorship coordinator
 - a. Agree final sponsor offer.
6. Conference Enhancement

7. Looking ahead

1. Draft call for papers/speakers
2. Ideas for keynote speakers
3. Thoughts on merchandise (sustainability and affordability)

8. AOB

1. Mercian Collaboration Annual Report 2023

9. Date of next meeting

Tuesday 12 March 15:00 online