



## Mercian Collaboration Conference Meeting

### Agenda

1-4.00pm, 28<sup>th</sup> August 2019

Room C15, Learning & Teaching Building, University of Nottingham

1. Welcome, introduction and apologies
2. Matters arising from last meeting
3. Update on bookings and closing
4. Giveaways and Promotional Materials
5. Sponsors – funding update and activity between now and conference
6. Programme and Event Facilitation
  - a. Final programme outline – check against venue expectations
  - b. The day before – onsite preparations & venue considerations
  - c. Session Chairing & other roles and duties
  - d. Sponsor liaison
  - e. SIGs
  - f. Keynote
  - g. Plenary/Closing Session/competition
7. Post Event Operations
  - a. Delegate Feedback
  - b. Capturing Post-Event Committee Reflections
  - c. Costs and Expenses
8. Venue requests.
  - a. Dietary requirements
  - b. Updated numbers
  - c. AV speaker training
  - d. Any changes to room layouts
  - e. Exhibitors and their venue requirements
9. AOB
10. Venue tour with Corinne Cassidy, Nottingham Conferences