



Mercian Collaboration Conference Group

Agenda: Meeting, 31st March 2017, University of Leicester

- 1) Welcome and apologies
- 2) Outstanding actions from previous meeting (30 Jan 2017)
- 3) Date: Selecting the date
- 4) Titles & Themes
 - a) To agree an overarching conference theme
 - b) To agree a formal title for the conference
 - c) Keynote speaker(s)
- 5) Timelines, Dependencies and Deadlines: 165days out
 - a) Formal announcement & paper call
 - b) Session chairs & facilitation
 - c) Delegate bookings
 - d) Catering booking
 - e) Evaluation process
- 6) Individual/Role Responsibilities
- 7) Dates of next meetings: Loughborough etc.
- 8) AOB