



Mercian Collaboration Conference Group Meeting

Venue: DMU Rm 2.40 Hugh Aston Building

2pm-4pm

Agenda

30/01/2017

- 1 Apologies
- 2 Actions from previous meeting and matters arising
- 3 Venue:

Reports from Chloe, Anna and Carol about Leicester venues

Helen, Liz and Jen about Nottingham venues
- 4 Theme selection
It is expected that this item will be substantial and will involve discussions of suggestions and setting of themes and strands. The outcome of this discussion will be reviewed by the Steering Group on Feb 23rd.
- 5 Timeframe and meetings
A review of the timeframe discussion from the last meeting.
6. AOB

Action: Gaz to create an editable shared document

All to add ideas for the theme, the format of the conference and how we might promote it.
Deadline 1 week before next meeting.

6 Outline conference planning timeframe

- Jan/Feb: Next planning meeting
- Mar: Agree/book venue, announce formally announce conf (T-6)
- Apr: Call for papers, approach keynotes (T-5)
- May: Agree outline conf programme (T-4)
- June: Submission deadline, Agree papers/reply to submitters (T-3)
- July: Finalise programme, open delegate bookings (T-2)
- Sept: Host conference

Some dates may be changed to allow for slippage.

7 Date of next meeting(s)

The next meeting will be face-to-face in January and in Leicester.

Action: Emma to contact Rob Davies about space

Emma to set up a Doodle poll for possible dates

8 AOB

None