



MSDG Meeting Planner

September/Spring meetings to be held online from 2020/21 onwards with June meeting held face-to-face

Physical meetings agreed to be generally 10.30-15.00; online meetings around 2 hours, either AM or PM.

September meeting

- Finalise annual programme of events
- Prepare annual report for October Directors' Group meeting
- Feed in survey results into finalised programme

Interim/follow-up actions

- Chair attends and reports back from Directors' meeting
- Events are run, evaluation uploaded etc
- Update programme on website and circulate marketing re new programme

Spring meeting

- Officer elections
- Discuss and agree themes/shortlist for next year's programme
- Venues agreed for MSDG meetings for the year with weeks

Interim actions

- Chair prepares report for Directors' Group approval of themes
- Chair attends and reports back from Directors' meeting
- Meeting hosts for the year send doodle poll to agree exact dates of MSDG meetings and confirm to chair

June meeting

- Receive evaluation report from year
- Planning for next year's programme, including timing/spread throughout year and host institutions/collaborators

Interim actions

- Chair attends and reports back from Directors meeting
- Event hosts agreed dates (refer to event planner) and update web pages/send to Collaboration Officer.