



ASDC Conference working group Minutes

Date: 01/09/2011

Venue: Conference call

Attendees	Apologies
<ul style="list-style-type: none"> ▪ Leigh-Anne Stradeski ▪ Anita O'Donovan ▪ Ian Griffin ▪ Penny Fidler ▪ Sam Yats 	<ul style="list-style-type: none"> ▪ Vicky Brightman

Action	By when	By who
Agenda: <ol style="list-style-type: none"> 1. Programme 2. Speakers 3. Registration 4. Minister 5. Media & Press 6. Science of Cocktails 7. Arrangements for the day 8. Pecha Kucha 9. Dinner the evening before 		
Programme		
Anita will send running order through to all		AOD
PF to confirm arrival time with John Holman		PF
LS & AOD to discuss space for sponsors & let us know asap – including what time they can arrive on the day		LS & AOD
Registration desk to be set up for SY before the turnstiles, then delegates will be directed through by the children where they can get their name badges decorated before going through to the conference room.		
NW to chair Session 1		
Session 2 – Teresa & Liz's talks have been swapped around so that the children don't have to sit through the entire session		
LS will chair Session 2		
4 th coffee break (after AGM) will be removed. Those not attending the AGM will be directed to the café to network		
IG to chair Session 3		
PF to chair Session 4		
Panel debate will be included in the AGM session AGM will start at 4pm – 5:15pm		

PF & LS will do a thank you at the end of the day (after cocktail session)		LS/PF
Pecha Kucha Session		
AOD will confirm which version of powerpoint Eureka needs the presentations to be in		AOD
Eureka will provide laptop		AOD
IG will email all presenters and reiterate that we need presentations in advance. Presenters can send them directly to AOD at Eureka by no later than Tuesday 13 th Sept.		IG
AOD will check each presentation to make sure the timings fit.		AOD
Sound speakers in the lecture theatre to be available for the presentations		AOD
AOD will sit in on the Pecha Kucha session and provide IT support where nec. She will also load each presentation for each speaker as they come up to talk.		AOD
All presenters will be asked to meet IG and SY for a briefing at lunch, to go through the running order etc.		IG/SY
Science of Cocktails Session		
Will be hosted in the Café		Eureka
Eureka to provide Projector, screen, glasses (1x champagne glass & 1x 10z/half pt slim Jim glass per delegate), and Ice (Enough for 4-5 cubes per delegate plus ice buckets for the Cava).		Eureka
Room to be set up cabaret style with white tablecloths on round tables, plus 3 additional tables needed for the drinks to be set up. SY will send full details to AOD		Eureka/SY
Centre for Life will bring all the alcohol and sugar cubes & powered speakers for laptop		Centre for Life
Someone from Eureka team to be available to help hand out champagne cocktails as people arrive at the session		Eureka
SY and Michaela will arrive at Eureka the day before to check that all the equipment is there and to help set up the rooms.		SY
AOD/LS to check if they have a walking/lapel mic available for Noel Jackson		AOD/LS
Eureka team and Michaela to be available to help Noel set up while the rest of us are in the AGM		Eureka & ASDC
Advertising & Media		
3 free tickets can be offered to Wellcome		PF
ASDC & Eureka can issue a joint press release: <ul style="list-style-type: none"> ▪ PF will draft a press release and send to LS & IG to tweak & Eureka-fy! ▪ AOD will put together a press list, PF to add to it where appropriate ▪ Use Pecha Kucha session as a hook ▪ Pecha Kucha presentations can be put on the website after the event if required ▪ IG will put some words together re: the Pecha Kucha session 		PF/LS/IG AOD SY IG



LS to send invite to Universities, Media Museum, and contacts in York. Also retweet the ASDC tweets to increase awareness of conference.		
Dinner the evening before		
L/S to think of somewhere and arrange (SY can send details to all delegates). Somewhere informal where we don't need to book, just give a meeting time and people can turn up as and when they arrive. As local as possible.		LS/SY