|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Whats on | Speaker | food | To do | discussion |  |
| 0800 | Rego open |  | Tea & Coffee | committee | Add in barista?? | Can we hire a hotelperson to man rego desk till 1200? |
| 0900 | Add AM tea food |  | X 2 items pp |  |  |  |
| 1015 | Powhiri |  |  |  |  |  |
| 1030 | Presidents welcome and intro opening speaker | Bev |  |  |  |  |
| 1045 | Speaker 1 | Kathy Hollloway |  |  |  |  |
| 1130 | Questions |  |  |  |  |  |
| 1140 | Speaker 2 | Liz manning |  |  |  |  |
| 1225 | Questions |  |  |  |  |  |
| 1230 | Lunch |  | Hot options |  |  |  |
| 1315 | Speaker 3 | Shauna |  |  |  |  |
| 1400 | Speaker 4 |  |  |  |  |  |
| 1445 | Questions |  |  |  |  |  |
| 1500 | PM tea |  | X 2 item pp |  |  |  |
| 1520 | Speaker5 | Submit 1 |  |  |  |  |
| 1540 | Speaker 6 | Submit 2 |  |  |  |  |
| 1600 | Speaker 7 | Submit 3 |  |  |  |  |
| 1620 | Speaker 8 | Submit 4 |  |  |  |  |
| 1640 | Questions |  |  |  |  |  |
| 1700 | Canapes |  | Open bar and hot and cold |  |  |  |
| 1800 | End of day |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 0700-0900 | Breakfast |  |  |  |  |  |
| 0815 | AGM |  |  | Aim 20 min meeting |  |  |
| 0900 | Speaker 9 | Lorriane |  |  |  | Include question time |
| 0940 | Speaker 10 | Anne |  |  |  | Include question time |
| 1020 | Speaker 11 | Maira Patu |  |  |  | Include question time |
| 1100 | Speaker 12 | Submit 5 |  |  |  |  |
| 1120 | Speaker 13 | Submit 6 |  |  |  |  |
| 1140 | Speaker 14 | Submit 7 |  |  |  |  |
| 1200 | Lunch |  | Finger options |  |  |  |
| 1240 | Speaker 15 | zoe |  |  |  |  |
| 1320 | Speaker 16 | jane |  |  |  |  |
| 1400 | Questions |  |  |  |  |  |
| 1415 | Closing prizes  Intro new committee |  |  |  |  |  |
| 1430 | end |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Hotel**

Bag storage

$249 per room cost

**Handbook**

electronic

send to delegates week prior so can print if they want

**IT**

Audio workshop – hotels preferred supplier

See attached quote

TK to finalize

**Gifts for invited speakers**

Splashy cups – Amanda to sort

**Judges for best paper**

**Spot prizes**

? free membership for a year

wine

**Advertising**

**Powhiri**

elly

**Eval forms**

Send post conf electronically

**Organizing committee roles**

* **Convenyor**
* **Hotel liaison, -catering/AV - Tracey**
* **Call for abstracts/criteria for acceptance/ selection/ judging – Lara Bev Michelle**
* **Programme scheduling - Tracey**
* **Invited speakers faciliation -Bev**
* **Advertising – Tracey and all**
* **Registration – Lara talking to Sam**
* **Theme development and objectives- Matt**