



## TELECONFERENCE NOTES

**Conference Planning Committee teleconference held on  
Monday 23<sup>rd</sup> August 2017 at 10.00am (Sydney time)**

Participants: Meg Bumpstead, Fiona Newman, Joni Brady, Jayne Hindle (ECC)

Apologies: Angie Winter

### **1.0 Conference Managers Report**

#### 1a Critical Path Plan:

An updated Critical Path Plan was circulated. Jayne noted that everything is currently on track.

#### 1b Budget:

The current budget was circulated, with no major changes to report.

#### 1c Sponsorship and Trade Exhibition:

It was noted that "Fisher & Paykel Healthcare" have confirmed as a trade exhibitor since the last meeting. CareFusion and Device Technologies are still likely to confirm sponsorship – waiting on internal approvals.

Joni noted that she had been speaking with Medtronic, and they have forwarded the information to their Australian contacts.

**ACTION:** Jayne to continue following up.

#### 1d Satchels:

It was agreed that 400 Soho bags (with full colour print) be ordered, with the option of possibly ordering some extra unprinted bags if numbers increase above 400. **ACTION:** Jayne to order satchels. (*NOTE: It was decided in the meeting to order 200 navy/white and 200 red/white bags, however supplier have since confirmed that only navy/white are available. 400 navy bags have been ordered.*)

## **2.0 Conference Program:**

### **2a Program/Speaker updates:**

An updated program was circulated, with Andre's presentation title added, as well as details for Rob McDougall's Lifebox presentation included. It was noted that Rob will be offered complimentary registration (only attending one day) and conference dinner ticket. The order of presentations in this session was discussed, and it was agreed that the Lifebox presentation and Jan Odom-Forren's presentation be swapped around, in case there are additional questions after the Lifebox video.

**ACTION:** Jayne to update program.

It was noted that details for André's MasterClass need to be added to the Wednesday afternoon. The MasterClass will be available for anyone to attend (no extra charge) and numbers won't be capped as it will be presentation based rather than workshop. **ACTION:** Jayne to update program and confirm details with André.

The Opening Ceremony was discussed. It was noted that the didgeridoo player/Welcome to Country has been booked for 15 minutes (option to book for 5 – 30 minutes at no difference in cost). Joni noted that the ICPAN Board had discussed the 12-13 ICPAN flags being walked in to start the conference. **ACTION:** Jayne to confirm if 13 flag holders can be placed on the stage.

The Gathering of the Nations session was discussed. Joni noted the change in presentation titles/ list of presenters. **ACTION:** Jayne to update program based on powerpoint slide Joni emailed through.

It was noted that table numbers will be needed on the tables, as well as posters with delegate name/table numbers outside the room and at the registration desk. **ACTION:** Jayne to organise once details are known.

### **2b Hospital Visits/Workshops:**

Jayne noted that Device Technologies have not yet confirmed their sponsorship and the SimLab tour. **ACTION:** Follow-up to continue with Device Technologies.

Room allocations and AV were discussed for the workshops. **ACTION:** Jayne to confirm with venue/ AV company if Big Top can be used for Novice Presenters workshop. If not, Sonar room will be booked for the writing for publication workshop (additional cost).

### **2b Poster Presentations:**

Jayne noted that poster presenters who have not yet registered for the conference will be given one last reminder to confirm their poster and register, and will otherwise be removed from the poster list. **ACTION:** Jayne to follow up poster presenters.

**3.0 Other Business:**

Joni noted that plans for the silent auction are well underway, and a letter will soon be sent to Jayne for distribution to registered delegates.

**4.0 Next Meeting:**

Monday 18<sup>th</sup> September 2017, 10.00am (Sydney time)