



TELECONFERENCE NOTES

Conference Planning Committee teleconference held on Monday 18th September 2017 at 10.00am (Sydney time)

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

Apologies:

1.0 Conference Managers Report

1a Critical Path Plan:

An updated Critical Path Plan was circulated. Jayne noted that everything is currently on track. Discussion took place on whether or not conference insurance is necessary. It was noted that Luna Park, ECC and all exhibitors have public liability insurance. All agreed that conference insurance is not necessary.

1b Budget:

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

1c Sponsorship and Trade Exhibition:

It was noted that "Vyair Medical (Carefusion)" have confirmed as a trade exhibitor since the last meeting. The National Association of PeriAnesthesia Nurses of Canada (via Laura van Loon) have also agreed to sponsor two refreshment breaks (at \$2,200 each).

ACTION: Jayne to continue following up.

1d Speaker Gifts:

Discussion took place on speaker gifts. It was noted that all speakers, plenary and concurrent, receive a small gift. After discussion it was agreed that Australian wine will be given to speakers, with the option to swap at the registration desk for a box of chocolates. **ACTION:** Jayne to purchase wine and chocolates for speaker gifts.

2.0 Conference Program:

2a Program/Speaker updates:

It was noted that there is still a gap in the program where a speaker has withdrawn, due to ill health. The gap is session 8B: Education, from 4.30pm – 5.00pm on Friday 3rd November. Fiona may be able to present in that timeslot, otherwise it was agreed to leave the spot blank.

ACTION: Fiona to advise as soon as possible as to whether she will present.

Jayne noted that she is still waiting on a bio, photo and abstract from Rob McDougall for the Lifebox session. **ACTION:** Jayne to include profile of Rob McDougall in next email blast.

Flags for the opening ceremony were discussed. Luna Park or the AV company do not have flag holders. It was agreed that the conference will purchase flag poles and stands (around \$30-\$50 each). **ACTION:** Jayne to purchase 13 flag poles and stands.

The Gathering of the Nations session was discussed. **ACTION:** Jayne to send delegate list to Joni around the 1st October so that table chairs can be invited and delegates can be divided up into groups.

2b Hospital Visits/Workshops:

Jayne noted that it is looking unlikely that Device Technologies will be able to offer a site visit to their SimLab/office.

Jayne confirmed that the Big Top can be used for the Novice Presenter workshop. Writing for Publication will be held in Big Top Foyer Level 2, and the MasterClass will be held in the Ted Hopkins room.

Jayne noted that she is still waiting to receive the information from Stephen Gatt on the MasterClass (which has been confirmed to go ahead). Once information has been received, all delegates who are currently on waitlists for the hospital tours (as well as all other delegates) will be given the option to register for the MasterClass.

ACTION: Jayne to send list of participants (including email addresses) for Writing for Publication and Novice Presenter Workshops to Joni and Denise.

ACTION: Fiona to touch base with each hospital regarding the visits, and confirm with them who they will each be sending as a complimentary full delegate.

2b Poster Presentations:

Poster Presentations were discussed. It was agreed that poster presenters will be asked to stand by their posters for as much of the breaks as possible, to answer any questions delegates may have. This will be easier as all posters, exhibition and catering will be in the same area.

3.0 Other Business:

3a Silent Auction

It was agreed that a representative from ACPAN will coordinate the silent auction at the conference. The silent auction will be held in the Green Room, which will be set with two clothed tables.

3b Program and Abstracts Book

It was noted that a condensed summary of abstracts from concurrent and poster presenters will be included in the Program and Abstracts book. Plenary speakers will have their photo, bio and abstract included. Silver sponsors each receive a half page advertisement, and all other sponsors and exhibitors will be acknowledged. General information (including WiFi details) will also be included. It was agreed that a welcome letter from ICPAN (Joni) and ACPAN (Fiona) will be included. Information on the Gathering of the Nations session will also be included. A draft of the program book will be circulated to the committee before it goes to print. **ACTION:** Fiona and Joni to send through Welcome letters within the next two-three weeks. Jayne to circulate draft program book to committee once it has been prepared.

3c Trade Booths

It was noted that no complimentary trade booths are necessary (for ICPAN, ACPAN etc) – only those allocated to sponsors.

3d Board Meetings

The Mezzanine level will be set boardroom style for GAC/ICPAN Board meetings during the Thursday and Friday lunch breaks. **ACTION:** Joni to confirm numbers once finalised.

4.0 Next Meeting:

Monday 9th October 2017, 10.00am (Sydney time)