



## TELECONFERENCE NOTES

**Conference Planning Committee teleconference held on  
Monday 26<sup>th</sup> June 2017 at 10.00am (Sydney time)**

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

Apologies:

### **1.0 Conference Managers Report**

#### 1a Critical Path Plan:

The current Critical Path Plan was discussed, with all tasks currently on track.

Delegate satchels were discussed. **ACTION:** Jayne to put together some ideas for satchels that are within the \$10 per bag range, for discussion at the next meeting.

#### 1b Budget:

Jayne noted that the budget was updated based on discussion at the previous meeting. Actual figures have also been updated. It was noted that an allocation for catering at the Wednesday afternoon workshops was added.

#### 1c Sponsorship and Trade Exhibition:

One new trade exhibitor has been confirmed since the last meeting (Aspen Pharmacare Australia). Jayne noted that there are two other organisations interested, who will hopefully also confirm (3M and Parker Healthcare).

Jayne reported that ECC are having trouble following up on sponsorship, as a lot of organisations are hesitant to give email addresses or phone numbers for follow-up.

Fiona noted that she will do another call out to the board to ask for assistance in sponsorship contacts.

Joni also noted that she will continue to follow-up with her three potential contacts.

## **2.0 Conference Program:**

### 2a Program/Speaker updates:

Joni noted that she is following up the Lifebox presentation, and will confirm presenters as soon as they are known.

Joni also noted that the American Board of Perianesthesia Nursing Certification Inc needs to know the title of Dr André van Zundert's keynote address. Jayne noted that André had requested clarification from the committee on his presentation title. **ACTION:** Jayne to send André's email to Fiona for follow-up with André.

### 2b Hospital Visits/Workshops:

Jayne noted that 23 people have registered for the Writing for Publication Workshop, and 42 for the Novice Presenters Workshop. It was agreed that numbers should be capped at 25 pax for the Writing workshop, and 50 for the Novice Presenters workshop. A waitlist will be kept for each of the workshops.

Hospital visits were discussed, and Meg and Fiona noted that they will be visiting the hospitals shortly. It was agreed that registrations for the hospital visits should be opened, with numbers capped initially at 20pax for each hospital. Waitlists will also be kept for hospital visits. **ACTION:** Jayne to include information on Hospital Visits in the next email blast, and add to the registration form.

### 2b Poster Presentations:

It was agreed that all poster submissions received will be accepted. **ACTION:** Jayne to notify poster presenters that they have been accepted, and extend earlybird registration rates for accepted poster presenters until Friday 14<sup>th</sup> July.

It was agreed that late poster abstract submissions will be accepted, and any that are received will be forwarded to the committee for approval.

## **3.0 Other Business:**

Angie noted that we should start to think about moderators for sessions. Meg noted that the ACPAN Board are willing to moderate. ICPAN board members are another option, and Angie has a list of approx. 8 potential moderators. **ACTION:** Meg to send a list of possible moderators to Angie, along with a list of their preferred sessions to moderate (if any). Angie to start allocating moderators to sessions, with the hope of having this finalised by the end of July.

## **4.0 Next Meeting:**

Monday 24<sup>th</sup> July 2017, 10.00am (Sydney time)