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## Action List to be completed by Nov Conference – 25<sup>th</sup> June 2014

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### CONFERENCE

#### **1. Recording**

- Visual minutes – Tom to contact Chris re: minutes of keynotes, capture bits of workshops & reflections, plenary
- Twitter feed – Paul to organise
- Press release via FSC marketing
- Photographs – Sam
- Recording the keynotes – Richard to organise, online after the conference.
- Janet to add that people will be videoed & photographed, for marketing purposes in the administration information & get permissions that are relevant.

#### **2. Materials** – participants pack

#### **3. Moderation**

- Introduction of the keynotes – Richard & Tom
- Content person – Rich & Paul
- Centre based person – Paul will provide – Richard will confirm

#### **4. Keynote Speaking**

- Richard will do briefing for the keynotes speakers.
- Justin Dillon & Pete Higgins confirmed.
- Tom Crompton – Tom (UK) to confirm, if not....then Tom will find someone else closely linked to the topic or the model.

DEADLINE: End of June to confirm all the speakers

#### **5. Hospitality - FSC**

#### **6. Admin - FSC**

#### **7. Workshop & Discussions**

- Each country coordinator responsible for the country case study workshop. (including reminders for outdoor time within the workshops & the light levels in the afternoon)
- Send all requests & questions about the conference to Richard.
- Richard to talk to CH re: Lake District Trips
- Summary / reflection of the day: Who? What do we want to do with the results? Kati & Virag will be asked by Zuza to see if she has methods or ideas which will help this. 60 mins with max 90 people.
- Documentation to support the workshops: 6 pages one of each case study????

#### **8. Evening Entertainment**

- ☺ Cultural for 2 evenings: It / Hun / Ger

## POSTER

1. **Text:** teaser (CG) - part 4 text expanded in what next (CG) to send modifications to CoCo's & WG's. 23<sup>rd</sup> July. CoCo's & WG give text comments back by 31<sup>st</sup> July. So text will be finalised by 1<sup>st</sup> August & can go to the designer.
2. **Design:** Tom will meet with Chris next Wednesday & explore the timeframes & options for the design & discuss that nothing will happen until the 4<sup>th</sup> Sept, but then work could happen in the following 2 weeks. Option 2 – Tom/Sam will find another Graphic Designer in UK.
3. **Printing:** Oct 20-25<sup>th</sup> printing, then send to UK 25<sup>th</sup> -31<sup>st</sup> Oct, need poster by 6<sup>th</sup>-8<sup>th</sup> conference & for website to go live. Richard will ask Janet to find quotes based on the ANU standards that Angelika will send to Richard. There are 4 folds in the poster, its an A1 poster. Numbers 500ish.
4. **Distribution:** At conference in English.

## WEBSITE

1. Short & long ripples text provided by WG coordinators
2. Question text short, already completed by CG
3. Question long text to be provided by WG coordinators
4. Design elements to help JD with design
5. Drop down menu page for 6 aspects. Tom will provide a mock up of this, so we can see what this looks like. Text for this, & text for the links will be provided by the WG's responsible for the fingers/frames.

Send to Richard to give to IT people by 20<sup>th</sup> August.

## 6 CASE STUDIES

1. 6 case studies linked to the conference workshop. Country coordinators to check who will **deliver the case studies** at the conference. First option is the providers will present, second option is that RWL will present. Tell Angelika by 10<sup>th</sup> July who will deliver the case study.
2. Each country will provide a **one page summary** for the conference – writer of the case study will do this & a final case study write-up for the conference (this will be done by the deliverer) these will need to go on the web-site as well. By the 15<sup>th</sup> October.
3. Each country will **modify their case studies** by the 9<sup>th</sup> July if possible or as soon as after & hand to WG1 in terms of the hand model, maybe with frames also.
4. **WG1 will check the case studies** as they are now against the hand model & give their recommendations to the countries by the end of August.
5. Marketa will provide a **folder on Huddle** labelled "Final case studies for WG1" Note: when working on case studies add the date modified.

## WG OUTPUTS

1. **Case Studies:** see above for the 6 conference examples
2. **WG report:** see Toms email 24<sup>th</sup> June 12:14. Date for this to be completed 31<sup>st</sup> July. Sam will send it back & then returned for comments 17<sup>th</sup> August. Sam will send to James on 20<sup>th</sup> August.

3. **Other Case Studies:** These will be placed on the web-site as other examples. WG3 will encourage a fast revision of these.

Suggested timetable for the conference:

Day 1: Morning	Afternoon	Evening
		Dinner
Day 2: Morning	Afternoon	Evening
9am Welcome 9:30 – 10am Hand Model  10am – 11am Keynote speaker	2.30pm to 4.30pm Workshop It Workshop CR Workshop Slov Workshop UK	7pm onwards
11.30 am to 1.30pm Workshop UK Workshop Ger Workshop Hun Workshop CR	5pm to 6pm Reflection	
1.30pm to 2.30pm Lunch		
Day 3: Morning	Afternoon	Evening
9am – 10am Keynote speaker	12:30 to 4pm inc lunch Lake District Trip <ul style="list-style-type: none"><li>Village Trip</li><li>Walking</li><li>History &amp; Ecology trip</li><li>Forest Schools on site</li></ul>	7pm onwards
10:30 – 12:30pm Workshop Slov Workshop Hun Workshop Ger Workshop It	4.30pm to 5.30pm Reflection	

Day 4: Morning	Afternoon	Evening
9am – 10am Keynote speaker	2pm to 4pm inc break ShareZone	7pm ShareZone
10.30 am to 12:30pm Model - who will produce?	4.30pm to 5.30pm Close	
12:30pm to 2pm Lunch		