

**Minutes of the BCS L&D SG Committee Meeting
Held on Monday 28th August 2019
GoToMeeting @19:00**

Agenda

This meeting was called to discuss the October Conference and decide on the next steps, hence the cut-down agenda

- 1) Welcome and apologies (Kevin)
- 2) Finance Update (Mark)
- 3) Conference framework (All)
- 4) Date of next meeting (16th September 2019)

Minutes

	Action by
Present: Kevin Streater, Michelle Kaye, Mark Palmer, Dawn Hewitson, Gary Thornton	

1. Finance update

	Action by
We have a budget of £1800 for 2019/20. The Conference plan was to cover its costs from delegate and exhibitor revenue	

2. Conference Framework

	Action by
Planned	
Rooms with virtual capability had been booked at BCS London for 100 people. This was prior to knowledge of the BCS move.	
The Conference agenda is firmed up and has been launched.	
Keynote and other speakers have been contacted and agreed.	
A number of people have expressed interest in potentially exhibiting.	
Update	
BCS have moved into new premises which has had an impact on our plans.	
Michelle and Mandy have visited the new BCS premises and have noted the following which affect the plans	
L&D SG would be allocated 4 rooms, which would be opened up for the event	

<p>The Exhibitor room could accommodate a maximum of 6 tables with 2 chairs each, so only 6 exhibitors with limited access. Food would be served in the atrium area, which is away from the exhibitors so this would also reduce the time that delegates would spend with the exhibitors.</p> <p>Mandy questioned whether L&D SG could/should charge exhibitors, which is a good question in the circumstances.</p>	
<p>The events room will accommodate a maximum of 80 people. This will include the committee and speakers so represents a maximum of around 60 delegates.</p>	
<p>Registration at the event would take place at two gates where the delegate would register on an iPad which would take a photo and print a pass with the delegate details, but not the photo. This would potentially lead to a queue and potential questions about what the photo was to be used for. Mandy is looking into this as it could have GDPR angles.</p>	
<p>There is no obvious signage to the BCS area and the natural tendency upon entering the building is to go in the opposite direction. It is acknowledged that the building is still not finished but this point was flagged.</p>	
<p>The air-conditioning was not operational at the time of the visit. Obviously it is expected that this will be sorted but the rooms were uncomfortably warm at the time of the visit.</p>	
<p>Staff leave the building at 6pm. This should not present a problem but if the event ran over for any reason we would be locked in and would have to go to reception to be let out.</p>	
<p>Next steps</p>	
<p>There are a number of uncertainties around running an event at the new premises, rather than at Southampton Street where we were all very familiar with the venue.</p>	
<p>With the reduced maximum delegate numbers and the reduced possibility of charging exhibitors it would not be possible to meet the forecast income, even if the venue was full. Registrations at the minute are very low and we had a media push planned for September, but even a great success in this would still not meet the revenue to self-fund the event.</p>	
<p>The speakers are expecting to be given full details 2-3 weeks prior to the event and we are not currently in a position to answer everything.</p>	
<p>As this is a major event for L&D SG, the Committee decided to postpone the Conference and to rearrange it for around April next year when a new plan can be made.</p>	
<p>Kevin will draft a note to the Speakers explaining the situation.</p>	KS

3. DT&P of next meeting

	Action by
16 th September 2019 at 7pm	GT

