



ADEA Program Organising Committee for the 2011

ADS/ADEA Annual Scientific Meeting 31 August – 2 September
Perth Convention Exhibition Centre

Minutes

Meeting Held via Teleconference on: Tuesday 2 August 2011, 12 noon WST

Agenda Item	Discussion	Action Item
1. Attendance/ Apologies	Attendance: Denise, Debbie, Rebecca Linda, Liz, Mark, Estelle, Kylie, Gladys, Trish Apologies: Annette, Minutes accepted: Rebecca	
2. Business arising from previous minutes		
3. Roche Educators Day	Kylie; Confirm times as 9-12pm and 1-4pm Denise; Page 18 printed and no Typo's	Change to correct times
4. Speakers/Symposia	Gladys; All finalised and organised Mark; All finalised and organised. Linda; Three speakers order to be Liz, Andrew and Spiros Liz; All finalised and organised Annette; GP and PN first followed by DE Carolyn Nugent Estelle; Maria Craig all organised to replace Fergus. Await bio Dr Nghi Phung Denise; Add in Barbara Anderson with Carmel Smart in Research Symposia Exchange mobile / contact details Estelle- Only attending Thursday unavailable to chair Friday Debbie- unable to get leave for conference	Trish happy to replace Estelle 2 nd Sept 11-12.30 ??? NADC info still not available need by Friday or will have title only in program. Kylie ASN will sort Denise to collect everyone's mobile number and Bio's; please send to her

5. Awards	Jan Baldwin Lecture 1 hour Best poster, Novice poster and Best Oral, Novice Oral Business Partners 13 Total 17 awards	Denise will follow up with Nuala re start time Determined end of Thursday To put to National office Friday after first session or start earlier. If not acceptable before AGM? Denise to talk ASN and see why not at dinner. Denise to note problems with the organisation of these award presentations
6. Abstracts	Mark and Rebecca Chairing of sessions; 10 confirmed, need 12. Need names by 3 rd . Judges orals/posters: again 2 short Denise: On line poster trial; increased to 10 terminals; judges need to access terminals	Denise to send Mark abstracts to see if in correct order Put in 1 st Chair if all names not available. Mark/ Rebecca to email leaders with abstract numbers Mark to email extra people to act as spares.
7. Program	Denise; Room sorting as some missed off program	Denise will follow up.
8. LOC Report	Denise; 1020 Registrants possibly another 100 800 registered for dinner room another 50 Conference Bling improved	Denise to organise a table for conference committee so can meet and relax. Costume essential
9. Other Business	Roche day Meet and greet individuals symposium speakers and make sure know where to go Award judging and process Sessions- Chairs etiquette CONFERENCE COMMITTEE A 2 YEAR TERM	Denise, Kylie and Gladys; Will meet and greet but each session will start without introduction. All relevant persons Trish to contact Andrea and email Denise with process. Mark and Rebecca have training sessions Wednesday Morning. Training meet 6.50 am MR10? Denise to confirm Rebecca ASN management have chair etiquette? To obtain Let Denise know of intention to stay on by email
10. Next Meeting	Tuesday 16 th August 12 WST	Kylie an apology

Meeting Closed 13.05hour WST Minutes: Liz powell