

# NARALO Showcase WG 03.03.2011 Action Items

AI: Staff will follow up with the meetings team on the estimated number of attendees.

AI: Staff will add a note to the showcase page to remind people to register because space is limited.

AI: Staff will follow up with the meetings team on the possibility to video-stream the event to the adjacent room.

AI: Staff to follow up with meetings on the seating arrangements and the maximum capacity of Tower Salon A.

AI: Staff will put the videographer in touch with Joly.

AI: Staff contact Evan to get a bottle of ice wine.

AI: Darlene will provide the final factsheets to put up on the pin boards.

AI: Staff to send message to Darlen, Eduardo , Marilyn to meet at 1500 to put up factsheets, review the showcase

AI: Staff will work with Joly on an announcement for the main meeting page.

AI: Staff will follow up with Eric Brunner-Williams on whether he will attend the SFO meeting.

AI: Staff to send the NARALO showcase script to the NARALO list and

AI: Staff will modify the agenda as follows:

Eduardo 2 mins

Rod 4 mins

Vint 25 mins

Beau/Olivier 3 mins

Olivier 1 mins

Sebastien 3 mins

Adam 3 mins

Beau 3 mins- General Remarks on NARALO and call for new member

ALS Presentation 15 mins

Eduardo 1min

AI: Staff will update the showcase agenda and send it to the showcase WG.

AI: Staff will work with meeting staff on the slide to put up on the Plasma TVs.