

NARALO Showcase WG 03.03.2011 Summary Minutes

Participants: Eduardo Diaz, Allan Skuce, Darlene Thompson, Gareth Shearman, Gordon Chillcott, Joly MacFie, Olivier Crepin-Leblond

Staff: Heidi Ullrich, Matthias Langenegger

It was decided that instead of the meeting agenda, the meeting will follow the Proposed Showcase Schedule. Staff noted that an A4 flyer will be provided at the meeting venue in addition to an announcement.

Olivier: I think there will be a lot of people coming. Everybody I talked to in Brussels was very excited about the event.

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.

Staff: Our budget is sufficient even if we get more attendees than expected.

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

It was decided to 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

Total: 60 minutes

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.

The meeting was then adjourned.