* **Aug 5**
  + UL to confirm content of their foyer display during August [SSSC]
  + Master invited to give welcome speech on the Monday morning [SSSC]
  + Compile Royal Society digitised documents into an exhibit for during the breaks **[CJN]**
* **Aug 12**
  + Informative email to all delegates on Tues 13th. Content to include:
    - Details of registration time on Sunday
    - Schedule (hopefully final version)
    - Request for speakers to bring adaptors if necessary?
    - Reminder to people with guest rooms to report to Porters lodge on arrival
    - Reminder that parking information is on website
* **Aug 19**
  + .
* **Aug 26**
  + Find a photographer (Lafayette?) to take the big group photo **[BMJ]**
* **Sept 2**
  + Collect name tags, pencils, paper [SSSC]
  + Confirm that guest room allocations are complete (contact is Joe Cutter) **[BMJ]**
  + Check with curators committee (Simon Learmount) to confirm preparation of glass cabinet, movement of Adams portrait/bust **[CJN]**
  + Check all catering details/timings closely and compare against finalised version of schedule [SSSC]
  + Decide session chairs for each session? [CJN,SSSC,JHEC]
  + Seating plan for dinner? [CJN,SSSC,JHEC]
  + Laser pointer
  + Blackboard
  + Spare projector
  + Overhead projector
* **Sept 9**
  + Printing (mostly at AVMG printers at Downing site – large format can be done for free at DAMTP):
    - Final version of schedule: glossy A4 double sided x 150 copies **[CJN]**
    - A0 sized schedule? **[CJN]**
    - A0 sized list of posters **[CJN]**
    - Print student posters for “Science at Pembroke” [Chris Howland to do]
    - Print signage e.g. toilets, Old Library etc **[CJN]**
    - Print a sign up sheet for Kuczynski tour **[CJN]**
    - Print Lady Stokes portrait (+ any other materials?) **[CJN]**
  + Transport poster boards to venue (van booked Fri 13th 1pm) **[CJN]** + **[BMJ]**
    - Need to check space in cloisters for all of them!
  + Upload presentations in advance where possible
  + Send reminder email that JP will be unavailable to students on Monday 16th PM. [SSSC]
  + Check room set up (liaise with catering to make sure we’re on the same page) [SSSC, CJN]
    - Chairs
    - Projector + screen
    - Table for registration?
    - Location of tables for CUP/OUP book stands?
* **Sept 15**

Registration on Sunday, who is present [SSSC, CJN, BMJ?]

NOTES:

* + Student posters (Science at Pembroke) to be in cloisters (with all posters) or JP (during buffet) on Monday night. Then either in Old Library (if room) or Outer Parlour for the rest of the time.
  + College’s Stokes stuff (arranged by curators committee) to be in Old Library (if space) or in Outer Parlour.
  + Outer parlour to be available for CUP/OUP people