 **Meeting Minutes**

**Emerging Technologies Symposium Committee Meeting**

**Thursday, November 5, 2015**

**Location: C061**

**Time: 9:00 – 10:00am**

**Present:**

Ellen, Sally, Alice, Wumi, Mike, Ross, and Reya.

**Apologies**:

Ross and Paul

**Recorder**: Wumi

1. **Approval of minutes from the previous meeting**:

The minutes from October 15th meeting were approved.

1. **Website progress**: Sally showed the committee members the Symposium Website that we are still waiting for welcome message from Ellen.
2. The committee decided to remove Barbara from welcome page after so much deliberation if her Bio should be on the welcome page or her abstract.
3. **Link**: There should be a link to the program on from welcome page.
4. **Venue Tab**: Sally should remove the 2nd sentence that says “please feel free to contact the Grand Heritage”. It should just say “ Weill Cornell Medicine in Education City at Qatar Foundation.
5. **Venue and Menus**: Wumi said they are done.

1. **Registration Tab:** Sally will take out “We will contact you when registration is open” and replace it with “Registration will open January 2016. If you are interested in being notified please complete and submit the form on the right”.
2. **Program and Workshop Tab:** Sally should take out “we are still finalizing the roaster of speakers and workshops”.

* Mike suggested that program should be on the website.
* Reya said we should program and pre workshop before registration.
* Committee decided there should be a home button on each page to take a viewer back to the home page.
* The banner on the symposium page should include: Home, Program, Registration, Venue, and Contact.

1. **Program**: Wumi suggested that her presentation with Nicole should be the 1st one and Mirko’s presentation should be in the afternoon.
2. **Contact us**: Sally should change the contact message to “if you have question about the symposium please contact us using the form on the page”.
3. Ellen asked if we should put the travel information on the website for people coming from outside Qatar.
4. **Round Table**: Ellen asked if all the people have committed to Round table sessions.

* Sally will talk to Sharon if she is willing to do a round table on both days or just for one day.
* We should tell people ahead of time about the round table session’s topics so that they can sign up for it during registration.
* Mirko will talk about Big Data in Bio Medicine: Challenges & Opportunities for Libraries.

1. **Transportation**: Reya got 2 quotes for transportation: QAR 450 or QAR 500 for 29 people per day.

Carol got a quote of QAR 1700.00 for 8 hours from 8- 5pm for both days from Karwa.

* We can add transportation to registration page, if they would like to have a ride to the venue, they should specify.

1. **Give Aways**: We have chargers, pens, and notebooks.
2. **Budget:** Don’t talk about budget to anybody.