

**Emerging Technologies Symposium Committee Meeting**

**Tuesday, Oct 15, 2015**

**Present:**

Alice, Carol, Ellen, Mike, Paul, Reya Ross, Wumi

**Apologies**:

Sally

**Recorder:** Ross

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

The minutes from October 8, 2015meeting were approved.

1. **Website progress**: Alice reported that the website is progressing, although Jeremy says the software isn’t cooperating. A preview is available on the shared drive: Access All/JeremyW/etl2016.zip.
2. **Accreditation news**: Reya reported she has biographies and abstracts from most of the speakers. She has sent the WCMC-Q AACME full disclosure forms to the confirmed speakers, coordinators, and director. These must be sent to WCMC-Q before the end of October.
3. **Speakers:** Alice reported that Sa’ad & Jeremy would be able to conduct a workshop on video production; Mike reported that we would need to arrange licenses for Camtasia & Captivate software plus a room for this. Alice reported that David Hughes was unable to commit to presenting, and that somebody from the Heritage Library might be an alternative. Ross reported that Nicole Johnston & Wumi Akinade had confirmed they would conduct a workshop and a presentation, but that Hanif Khalak had yet to confirm a topic or provide a biography or abstract. Reya reported that Mirko von Elstermann had agreed to speak on big data in biomedicine. Alice reported that Robert Laws had agreed to conduct a workshop on web development rather than video production as originally planned; Ellen suggested that he be able to provide some computer scripts that workshop attendees would be able to take away from the conference. Ellen reported that Sharon Hollinsworth had yet to submit a biography. Paul reported that Yassir Al-Hamidi needed to submit a presentation abstract.  
   **Action items:** Alice to contact the Heritage Library re speaker; Ellen to contact David Hughes re topic or cancellation; Paul to contact Yassir Al-Hamidi re abstract; Ross to contact Hanif Khalak re everything.
4. **Badges:** Wumi presented some examples of the labels that will be included in the badges. It was agreed we should purchase inexpensive, transparent clip badges, and request a label template from the supplier that we can print out and insert into the cover as attendees & speakers sign up at the symposium.  
   **Action item:** Wumi to purchase 180 transparent clip badges.
5. **Venue update:** Many committee members will be absent at various times over the next few weeks, so it was proposed that Alice, Ellen, Mike, (Paul?), Sally & Wumi should visit the Grand Heritage Hotel for 26 October rather than 21 October as previously arranged. Workshops will be held at Georgetown, Texas A&M, and WCMC-Q as required, but Mike & Alice suggested that we should consider booking rooms at the Grand Heritage Hotel or the Student Center in case none are available for workshops at WCMC-Q.  
   **Action item:** Wumi to rearrange visit to the Grand Heritage Hotel.
6. **Transport:** Mike noted that we would need to provide some sort of transport between Education City and the Grand Heritage Hotel.  
   **Action item:** Reya to get quotes for transport options.
7. **DeLibevents email list-group:** Mike reported that this is working, but that there is a special process for sending a message on behalf of the group.  
   **Action item:** Mike to show list members how to send emails on behalf of the group.
8. **Program**: Reya presented a preliminary symposium program (see **Appendix 1**). Briefly:

11 April: 0900-1200: web development & 3D printing, at Georgetown & Texas A&M; 1300-1600: data visualization & video production, at WCMC-Q)

12 April: 0830-1630: presentations and cocktail reception at the Grand Heritage Hotel)

13 April: 0830-1600: presentations at the Grand Heritage Hotel.

**Action item:** Paul to confirm workshop date/time with Yassir Al-Hamidi.

1. **Vendors:** Mike reported that he has still not heard back from any vendors, and doesn’t really expect to. Ellen will talk to Gale in the coming week.

**Appendix 1**

