Symposium MOM- Sept. 3, 2015

Present: Guests, Jeremy, Sa’ad

Committee: Sally, Carol Ann, Reya, Paul, Alice

Absent: Ellen, Wumi, Mike, Ross

Sa’ad and Jeremy discussed how we wanted to set up the symposium website. Should LibGuide be used again like last year, would it be better to use WordPress, what should the URL look like.

Options would be to use LibGuides, WordPress, use [www.conference.com](http://www.conference.com) and buy the domain.

**Decision:** Use LibGuides and use ETL2016 as the name for now. It can be changed later.

Budget is $31,800. Using a translation service was discussed. It would cost $5000.00 according to the Communications Division. Reya put forth the idea that since the registration is free, then no translation, maybe in the future is registration is not free, then have a translation service. Another suggestion, that since we are an American college, it should be in English only.

**Decision:** no translation offered.

Alice brought up the question about the legalities of having people from the GCC region assemble in Qatar. It was mentioned that SLA had to have a sponsor to be able to have the conference here.

**ACTION:** Ellen will check on this and Mike might contact his SLA person to see what they have to do.

There was a proposal made to change the name from symposium to conference.

Sally gave the definitions for symposium and conference.

Symposium – a meeting or conference for the discussion of some subject, especially a meeting at which several speakers discuss a topic before an audience; a collection of opinions expressed or articles contributed by several persons on a given subject of topic; a collection of scholarly contributions, usually published together, on a given subject. – definition from a Google source.

Conference – a large meeting often lasting a few days, where people who are interested in a particular subject come together to discuss ideas. – definition from a Google source.

**Decision:** Topic tabled for further discussion when more committee members are present.

Venue update:

The Club – Reya

Chef Garden Restaurant can seat 150 people; 1 meeting room holds 40 people; they can provide audiovisual; do not have multiple meeting rooms.

Heritage – Carol Ann

Cost is 263QR/person; breakfast, lunch, snacks included in this price.

HBKU student center discussion on what about food; perhaps provide only snacks and everyone gets lunch on their own from the food court; Reya suggested getting vouchers at the food places and anything else people wanted, they would get on their own. It is free to hold it there. We should get it in writing that they will not cancel on us at the last minute.

**ACTION:** Wumi, Carol Ann, Ross will meet the manager to check it out.

Keynote speakers:

Marshall Breeding is willing to come. He charges $2000.00 and we would provide roundtrip air fare, hotel accommodation, meals. He is also willing to do a pre-conference workshop.

Barbara Tillett is interested but does have family commitments in Apr. She would like more information.

**ACTION:** Alice will send her more information after discussing with Ellen.

Speakers:

David Hughes – QNL is interested in helping and to be a speaker.

**ACTION:** Ellen will continue to discuss with him.

Hanif Khalak – WCMC-Q is interested in being a speaker.

**ACTION:** Ross will continue to discuss with him.

Nicole – UCL is interested but wants to think about it.

**ACTION:** Ross will continue to discuss with her.

Yasser Al Hamidi – CMU-Q is interested in presenting something with the 3D printing.

**ACTION:** Paul will continue to work with him.

Pamela Eskine-Loftus – NU-Q is interested in attending but not so sure about being a speaker.

**ACTION:** Alice will send her more details.

Vendors:

Advanced Arabian Systems has responded and proposed to be a partner with us in hosting the event. The committee was wary of letting a vendor take over.

**Decision:** They should be a sponsor but not a partner.

**ACTION:** Mikewill continue to work with them.

SciVal, Sherif El Shamy has asked for more information and has not replied back.

**ACTION:** Wumi is working with Procurement to get 200-300 lanyards,

**Update:** Thomas Reuters, Samer Eid replied to Mike after our meeting and replied that he had forwarded the request to their Marketing team and would get back to us.

**Carol Ann will take minutes of next meeting.**

As soon as the website is put up we can have a call for abstracts.