

## ICA Workshop Running Sheet

<b>Workshop:</b>	<b>Workshop 3 - Keeping Archives: Approaches to Arrangement and Description</b>		
<b>Date:</b>	<b>Monday 20 August</b>		
<b>Time:</b>	<b>9.00am to 4.00pm</b>		
<b>Registrations</b>	30	<b>Maximum</b>	30
<b>Location / Venue:</b>	Room 2, 80 George St, Brisbane		
<b>Venue information</b>	<p>Enter using the 80A George St entry. 80A George Street is located between Margaret and Mary streets, Brisbane. This is a short walk of 1.6km (1 mile) from the Brisbane Exhibition and Convention Centre via the Victoria Bridge.</p> <p>Delegates to make their own way to the venue.</p>		

<b>Name</b>	<b>Position</b>	<b>Organisation</b>
<b>Presenters</b>		
Barbara Reed		Australian Society of Archivists
<b>Workshop assistant(s)</b>		
<b>Sponsor and other acknowledgements</b>		
The Organising Committee of the International Council on Archives 2012 Congress would like to thank the Australian Society of Archives for presenting this workshop.		

<b>Speaker profiles</b>
<b>Barbara Reed</b>

**Draft Running Sheet**

<b>Time</b>	<b>Activity</b>	<b>Notes</b>
9.00am	Workshop commencement time	
9.05am	Workshop assistant invites presenter to speak	
10.30am	Break for morning tea	
10.45am	Workshop assistant calls participants back to the workshop room.	
12.30pm	Break for lunch	
1.15pm	Workshop assistant calls participants back to the workshop room.	
3.00pm	Break for afternoon tea	
3.15pm	Workshop assistant calls participants back to the workshop room.	
4.00pm	Workshop assistant thanks the presenter, invites participants to tomorrow's opening ceremony, advises participants to collect certificates, and closes the workshop.	