ICA Workshop Running Sheet

Workshop:	Workshop 5 - PARBICA Recordkeeping for Good Governance Toolkit		
Date:	Monday 20 August		
Time:	9.00am to 4.00pm		
Registrations	25	Maximum	25
Location / Venue:	Room 4, 80 George St, Brisbane		
Venue information	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. Delegates to make their own way to the venue.		

Name	Position	Organisation
Presenters		
Mark Crookston	Digital Collection Strategy Leader	Alexander Turnbull Library, National Library of New Zealand
Workshop assistant		
Adrian Cunningham (introduction)		Qld State Archives
Cara Downes (registration and certificates)		National Archives of Australia
Sponsor and other acknowledgements		
The Organising Committee of the International Council on Archives 2012 Congress would like to thank the Pacific Regional Branch of the International Council on Archives for presenting this workshop.		

Speaker profiles
Mark Crookston
Mark is an experienced information management professional and archivist, who enjoys contributing to strong information systems that support good governance, people's rights and societal memory.
Mark has managed many successful projects focused on establishing recordkeeping and archival frameworks, systems and processes. The success of some of these projects have attracted international interest and enabled him to deliver training and speak at conferences in a number of countries, including Sweden, Australia, Mozambique, Ghana, USA, Fiji, Samoa and New Zealand.

Draft Running Sheet		
Time	**Activity**	**Notes**
9.00am	Workshop commencement time	

9.00am	Workshop assistant:
	     welcomes delegates, especially international delegates
	     introduces the workshop
	     introduces the workshop presenters
	Workshop assistant advises of break times and locations, emergency exits, and location of amenities.	

9.05am	Workshop assistant invites presenter to speak	During the morning session, workshop assistant to transcribe attendees names onto participation certificates
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.	