ICA Workshop Running Sheet

Workshop:	**Workshop 10 - Demystifying the Standards Landscape**
Date:	**Monday 20 August**
Time:	**1.30pm to 5.00pm**

Registrations	31	**Maximum**	40

Location / Venue:	Room P4, Brisbane Convention and Exhibition Centre, South Brisbane
Venue information	Room P4 is on the Plaza level, to the right of the escalators.

Name	Position	Organisation
Presenters		
Judith Ellis	Managing Director	Enterprise Knowledge Pty Ltd
Trish O'Kane	Director	Left Field Solutions
Workshop assistant(s)		
Mairi Popplewell	Assistant Director, Brisbane	National Archives of Australia
Sponsor and other acknowledgements		

Speaker profiles
Judith Ellis
Judith Ellis is the owner and Managing Director of Enterprise Knowledge Pty Ltd. She has worked in the information and knowledge management field for over 30 years, throughout Australia, Asia and the Pacific in consulting, recruitment, education and training.
Judith has held various leadership positions with industry and professional groups and is currently a member of Standards Australia IT21 Committee, an ISO Technical Committee (TC46/SC11) and an ISO Task Force. She has led national and sector work on recordkeeping compliance, and is a co-leader of international work on Management Systems for Records standards. Until recently she was a member of the Victorian Public Records Advisory Council for 18 years.
Judith has contributed to a number of professional conferences and publications and edited three books. She is involved with three universities in Australia in teaching, course development and research programs, and is the Chair of the Advisory Board of the Centre for Organisational and Social Informatics at Monash University.
Trish O'Kane
Trish O'Kane has 13 years' experience in information and records management, 10 of which doing consulting in a wide range of government, local government and corporate agencies in New Zealand. She is a Charter Member (MRMA) of the Records and Information Professionals Association of Australia and is currently a member of the Standards Australia IT21 Committee, and an ISO Technical Committee (TC46/SC11). Trish has contributed to the development of a number of ISO publications and is an experienced international speaker in records and information management.
Trish's current focus is on metadata frameworks, information architecture and the boundary between structured and unstructured information management.

Draft Running Sheet		
Time	**Activity**	**Notes**
1.30pm	Workshop commencement time	

1.30pm	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.	

1.35pm	Workshop assistant invites first presenter to speak	During the session, workshop assistant to transcribe attendees names onto participation certificates
3.00pm	Break for afternoon tea	
3.15pm	Workshop assistant calls participants back to the workshop room.	
5.00pm	Workshop assistant thanks the presenter, invites participants to tomorrow's opening ceremony, advises participants to collect certificates, and closes the workshop.	