

ICA Workshop Running Sheet

Workshop:	Workshop 11 - Keeping Archives: Digital Recordkeeping on a limited Budget		
Date:	Monday 20 August		
Time:	1.30pm to 5.00pm		
Registrations	24	Maximum	24
Location / Venue:	Room M7, Brisbane Convention and Exhibition Centre, South Brisbane		
Venue information	Room M7 is on the Mezzanine level. Take the escalator from the main foyer, and follow the corridor to the left		

Name	Position	Organisation
Presenters		
Cassie Findlay	Project Manager, Digital Archives	State Records Authority of New South Wales Australian Society of Archivists
Workshop assistant(s)		
Not required		
Sponsor and other acknowledgements		
Australian Society of Archivists		

Speaker profiles
Cassie Findlay
Cassie Findlay is the Project Manager, Digital Archives at the State Records Authority of New South Wales (Australia) where she leads a small team that is delivering the digital archives infrastructure and processes for accepting, preserving and making available digital state archives of the NSW Government. She is a member of the National Council of the Australian Society of Archivists and is project lead on the ISO review of the international standard on records management. Cassie wrote the chapter on digital recordkeeping in the current edition of the Australian Society of Archivists' textbook Keeping Archives, and is a co-founder of the recordkeeping and archives discussion group The Recordkeeping Roundtable.

Draft Running Sheet

Time	Activity	Notes
1.30pm	Workshop commencement time	
1.35pm	Workshop commences	
3.00pm	Break for afternoon tea	
3.15pm	Call participants back to the workshop room.	
5.00pm	Invite participants to tomorrow's opening ceremony, advises participants to collect certificates, and closes the workshop.	