

ICA Workshop Running Sheet

Workshop:	Workshop 19 - Implementing ICA - Req- Module 2 (Electronic Document and Records Management Systems)		
Date:	Friday 24 August		
Time:	9.00am to 12.30pm		
Registrations	24	Maximum	24
Location / Venue:	Room M8, Brisbane Convention and Exhibition Centre, South Brisbane		
Venue information	Room M8 is on the Mezzanine level. Take the escalator from the main foyer, and follow the corridor to the left.		

Name	Position	Organisation
Presenters		
Joanna Newman		Archives and Records Consultant
Workshop assistant(s)		
Greg Cope (registrations)	Assistant Director, Brisbane	National Archives of Australia
Katharine Stuart	Assistant Director, Policy and Strategic Projects	National Archives of Australia
Eileen Tannachion	Director, Agency Relations	National Archives of Australia

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 first presenter to speak	During the 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	Workshop assistant thanks the presenter, advises participants to collect certificates, and closes the workshop.	