

## ICA Workshop Running Sheet

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

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