

ICA Workshop Running Sheet

Workshop:	Workshop 22 - Implementing ICA- Req- Module 3 (electronic document and records management systems)		
Date:	Friday 24 August		
Time:	1.30pm to 5.00pm		
Registrations	30	Maximum	30
Location / Venue:	Room M2, Brisbane Convention and Exhibition Centre, South Brisbane		
Venue information	Room M2 is on the Mezzanine level. Take the escalator from the main foyer, and room M2 is on the right.		

Name	Position	Organisation
Presenters		
Joanna Newman		Archives and Records Consultant
Adrian Cunningham		Queensland State Archives
Workshop assistant(s)		
Mairi Popplewell registrations and certificates)	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
Sponsor and other acknowledgements		

Draft Running Sheet

Time	Activity	Notes
12.30pm	Workshop assistant to confirm and test AV set-up: confirm presenter's requirements Check room set-up and any required workshop resources Establish registration area and clarify direction to workshop room	Workshop assistant and presenters
1.00pm	Check names off list. Note any changes, paying attention to spelling (for certificates) and title	Workshop assistant
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, advises participants to collect certificates, and closes the workshop.	