

Paris Stand Teleconference – Wed 19th May 2010

Timings:

Wednesday 19 May 2010, 1700-1800

Contact:

To join the teleconference, please dial: **02071 890 454** at the arranged time and date.
Host: Beatrice Chong, 07717 547 548

Attendees:

RK, Rose King, KingRL1@Cardiff.ac.uk
RM, Rodrigo Moreno, rorrigo.moreno07@imperial.ac.uk
BC, Beatrice Chong, beatrice.chong@uk.ngrid.com

Requested but unable to attend:
SF, Sarah Follmann, sarah.follmann@siemens.com

Acronyms
SC – Steering committee

Agenda:

Aim: agree on stand aims/vision; assign actions, responsibilities and guidance of dates for completion.

- Update
- Communications team
 - Video team
 - Tasks
 - International collaboration at stand
 - Animated power point
 - Promotional video
 - Publicity material
 - Electronic equipment and related
 - Stand resources
 - Methods to attract visitors to stand
 - AOB

Minutes & Actions

International collaboration at stand

This is the key difference to 2008. However, we must be flexible and prepare for zero international participation due to the lack of responses so far.

Aims of stand:

Short-term: provide a "hub" for NGN with an international section of the stand

Long-term: Make connections to help other countries set up and for collaboration in 2012 session

Issue to tackle: attracting people to the stand is not easy. Work on incentives and providing help to set up in other countries.

Action	Responsible person	Due date
Ask if "international associate NGN member" is allowed. They would only be added to the communication email list. If OK then we'll start with planning a "starters pack" for any country wanted to set up a similar group	RM	End of May
Contact all international members who have given responses so far again, and offer a space at the stand to showcase their work etc.	BC	End of may
Confirm which countries will be involved	BC	Mid June
Future issues Work out how to manage their participation (depends on numbers) What materials can the provide on the stand? What and how can we help them?		

Animated power point

Action	Responsible person	Due date
Write storyboard/text/script	EC/PFP	Mid June
Photos from TE1 2010 Siemens "Offshore wind farm development"	SF/PD	Fri 28 May
Editing	EC	End of June

Promotional video

Action	Responsible person	Due date
Write storyboard/text/script	EC/PFP	Mid June
Photos from TE1 2010 Siemens "Offshore wind farm development"	SF/PD	Fri 28 May
Editing of first run	EC	End of June
Subtitles	EC/PFP	

Publicity material

Audience: international, all ages, attend Paris session

Action	Responsible person	Due date
Poster: Template	BC	Beg June
Poster: Introduction, 1 st draft	BC	Beg June
Poster: Structure, constitution and finance, 1 st draft	SF	End of June
Poster: Members services, 1 st draft	SKY	End of June
Poster: Events, past and future, sponsorship, 1 st draft	PFP	End of June
Poster: Communications, 1 st draft	AR	End of June
Poster: Website – show key features? 1 st draft	MA	End of June
Poster: membership procedure, 1 st draft	RM	End of June
Flyer: Intro guide, double-sided A5 size	EP - adapt from guide currently being designed	

Membership forms, for UK, UK associate and international members	RM	Beg Aug
Business cards with web address on x 1000	BC	End of June
Poster printing method and cost (sponsorship?) in 2008, ask JH	BC	End of May

Electronic equipment and related

Action	Responsible person	Due date
Plasma TV x1	confirmed by Chris Jones	
Laptops to show website, providing the individuals agree it is reasonable to assume if you're on the stand then your laptop can be used to showcase the website. RM, RK and BC ok with this. BC to confirm with rest of Paris attendees	use our own?	Mid July
Extension cables	Email sent to C Jones by BC	End of May
Sound equipment?	Email sent to C Jones by BC	End of May
DVD player and laptop compatibility	Email sent to C Jones by BC	End of May
Video recorder to record what we're doing, to use in future promotional materials?? Need to be discussed with whole Paris team	BC	

Stand resources

Action	Responsible person	Due date
Dig out what we used in 2008 so we can use it as a starting point. Assumption: the stand will be the same as 2008	RK	End of May
Confirm stand location and layout with CJ/CR	RK	Mid June
Cupboard?		
No. of pannels?		
Tables?		
Chairs?		
Refreshments?		
Sweets?		
Visitors book		
Bowl/box to leave business cards in		

Methods to attract visitors to stand

Action	Responsible person	Due date
Competition with prizes. Need good/attractive problem/question. Keep deciding winner simple e.g. names (who gave correct answer) out of hat at end of week. Action: think about question/problem/quiz to set	All	End of June
Send RM and RK quiz example, wind farm game (David Lenagham's)	BC	Fri 21 May
Freebies?		
T-shirts - RM will enquire about getting t-shirt printed, and if logo of tshirt company is allowed with CR	RM	End of May

AOB

Action	Responsible person	Due date
Data protection, remind all NGN volunteers that the members list must only be used for NGN purposes only, RM will email all extended SC members.	RM	Urgent: Fri 21 May

Note: New logo used on this template