

Posture & Mobility Group, NTE Sub-committee

Minutes of Teleconference Planning Meeting for NTE 2011

November 17th 2010

Participants:

Kirsty Ann Cutler (KAC) *Chair*

Craig Egglestone (CE)

Olwen Ellis (OE) *Minutes*

Dave Long (DL)

Russell Mears (RM)

Apologies: Jane Chantry (JC), Simon Hukku (SH)

1. Stands

- i) RM gave his view on the free delegate question – he feels that taking it away would make companies feel short changed. The majority of exhibitors take up the free b&b, and several do attend the proceedings. Even if they don't, they like to have the option.
- ii) Agreed to recommend price freeze on 2009 prices to Finance on 14th December, especially with VAT going up to 20% in Jan. Price per stand £1,100 + VAT. KAC
- iii) Each stand fee to now include free stand minder as well as free delegate. Stand minder gets refreshments and lunch only. KAC to discuss separately with SH. KAC/SH
- iv) KAC emphasised that all stand personnel should have conference name badge.
- v) Agreed that Formula Exhibitions be employed to build the shell scheme. No carpet.

2. Delegates

- i) Recommend price freeze on delegate prices also. See attached.
- ii) Finance sub-committee to decide whether or not Early Bird should be used this time. KAC will recommend reinstatement, as it is a good indicator of how many delegates will attend, as well as helping cash flow. KAC
- iii) KAC confirmed that member delegates will receive book tokens; finance sub-cttee to decide on value.

3. Book Shop and Book Tokens

CE actioned to negotiate a 15% cut of sales at the Warwick University Bookshop through the PMG book token scheme during NTE 2011. CE

4.. Programme

- i) *Ice Breaker* – KAC to ask Warwick if this could be in the exhibition halls. OE to add to sponsorship list. KAC/OE
- ii) *Opening Plenary* – Mary Massery unable to accept invitation. All agreed that DL's alternative suggestion excellent. See updates on programme attached. Mary Massery invited for 2012. DL
- iv) *Best Practice Guidelines* – DL to invite John Tiernan only for this session DL
- v) *Service Provision* – RM and KAC to contact Gail Russell and Lisa Ledger RM/KAC
- vi) *PS3* – CE to approach his contacts in Bham and North East to do a session on control systems CE will also consult Melanie Matthews at PGD. CE
- vii) *Wendy Murphy* – subsequently found she is unavailable, replace with Pat Postill. Agreed again to invite Wendy Murphy to do Aldersea lecture in 2012. KIV
- viii) *PL2* – OE to ask JC to contact Jane Petty of Society for Rehabilitation Research to talk on MS. DL still awaiting response from Marc Defour. OE/JC/DL
- ix) *Wake-up Sessions:* OE to call for proposals asap.
- x) *After dinner speaker* on hold OE
- xi) OE to confirm with James Hollington that he does website launch OE

4. **Sponsorship** OE and KAC to consult OE/KAC

5. Speaker compliments agreed as follows:

- i) ***Invited*** speakers to be offered one day conference attendance package, plus travel expenses in line with PMG expense rates. Plus taxi to/from Coventry station. OE
- ii) If any speaker wants to have a colleague share their presentation, then they have to share the compliment
- iii) Aldersea lecturer has full free conference plus travel.

6. **Prizes:** discuss at next meeting

7. Dates and arrangements for next meetings –

- i) **Warwick University, 13th Jan 2011.** KAC to ask Warwick re room. KAC
- ii) **20th December at 9.30am,** provisional teleconference to follow up from finance meeting if necessary. DL to prepare NTE costings for finance sub-cttee. DL