

Posture & Mobility Group, NTE Sub-committee

Minutes of Teleconference Planning Meeting for NTE 2011

October 1st 2010

Participants:

Kirsty Ann Cutler (KAC) *Chair*
 Craig Egglestone (CE)
 Olwen Ellis (OE) *Minutes*
 Dave Long (DL)
 Russell Mears (RM)

Apologies: Jane Chantry (JC), Helen Hislop (HH)

1. KAC Welcomed RM to the sub-cttee and covered **minutes** of July teleconference with updates:
 - 2i) Still need to discuss the ideas of having Registration and Ice Breaker in the Arts Centre. KAC to meet Warwick conferences as soon as possible KAC
 3. **Contract** - amendments have been sorted out with Warwick as agreed.
 4. **Pre-conference Training Day** – KAC reported on the recent Executive Committee decision to end the pre-conference training days for NTE. Instead to include more hands on training into the main conference, and to host Training Days at other times of the year. KAC to discuss with Jo Jex, chair of PMG Education & Training. KAC
 8. Consider accepting Monica Young's offer to join the sub-committee, as HH cannot be expected to participate fully for some time. KAC to follow up. KAC
2. **Feedback from PMG Executive Committee meeting of 16th September 2010**
 - i) As NTE is of such importance to PMG, all sub-committees to be involved from now on. KAC to suggest at next exec meeting. KAC will not be available for this so OE to do so on her behalf. KAC/OE
 - ii) **New website** – launch at NTE 2011. DL suggested including it in the Aldersea/AGM session before lunch on Friday. All agreed. OE to amend programme. OE
 - iii) **User Involvement** - Executive committee has actioned NTE sub-cttee to think of ways of including user groups. Suggestion of creating a user session as part of Parallel programme – needs a lot of thinking about. Perhaps a session on “how to set up a successful user group for your service”? OE mentioned that HH's recent research study was on involving users more in decision making. OE to distribute HH's report to all. ALL
OE
3. **Conference Secretariat:**
 - i) KAC unsure whose responsibility it is to decide on the secretariat for NTE. DL advised that NTE group makes their recommendation to PMG finance sub-committee, and perhaps requiring a final endorsement from Executive Cttee. KAC to check with PMG chair Clare Wright (CW). KAC
 - ii) KAC reported that Executive Committee had agreed not to invite Meeting Makers to run future PMG conferences. KAC has informed them, but not heard back. They may respond at the International Conference meeting in December.
 - iii) **Abstract submissions:** agreed that, if needs be, abstracts can be submitted via email. Barend ter Haar (BtH) had found this problematic for Glasgow abstracts because there is no way of enforcing the word limits. PMG website abstract submission system could be used instead. Works fine.
 - iv) OE left the meeting after answering some questions regarding the costs involved if she and Simon Hukku (SH) were asked to run NTE again. Meeting discussed all the bids in OE's absence.
 - v) KAC will contact HG3 again to see if they can come down in price; DL to contact CV1 to get fuller costings from them. Plan is to have a clear picture by **October 8th** when sub-committee members will be asked to give their views; make a recommendation to Finance sub-cttee and executive if required, with final decision on **October 15th**. KAC/DL
KAC/ALL
4. **Programme Structure**

Before discussing programme, DL asked if it's too late to consider a Weds/Thurs conference, as the Wednesday still available. However, it would mean booking Tuesday for exhibition build, so probably too late now. Consider it for 2012, as Friday afternoon is such a nightmare, travelwise. KIV

 - i) **Ice Breaker** – agreed that this should be a sponsored event. KAC to find out if it can be in Exhibition Halls. KAC
 - ii) **Timings** - see attached amended programme for suggested tweaks to the timings. RM keeping a tally of exhibitor contact time with delegates. He emphasised that the NTE is the one event that most companies wish to support and attend, because of the specific delegates attending. However, all companies need to feel they get their

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- money's worth in terms of interaction with the delegates.
- iii) **Training session** – this will be across parallel sessions, and not repeated.
- iv) **Exhibition Breakdown** – KAC has agreed with Warwick that this will start at 2.30pm on Friday. No exceptions. RM felt there would not be any issue with this, as Thursday is the big day in terms of contact with delegates.
- 5. Programme Content: ideas to take forward**
- i) **Keynote Speakers**
- *Mary Massery (MM)* – breathing and upright posture (see DL's report from ISS in PMG journal 27:1, page 21). DL to contact MM re availability and costs. Should do a Parallel as well, to help with conference budget. DL
 - *Wendy Murphy (WM)* from Oxford – on posture management. Possibly as PL2 along with a contribution from the DoH. KAC to ask Donna Carr at the DoH meeting on 28th October. DL to discuss with WM. KAC
DL
 - *Marc Dufour* – recommended by Bart Van der Heyden (BVH) to talk on MS. DL to get details from BVH and explore ideas of how to present. Maybe with WM as PL2. Possibly a Parallel also. DL
 - *Evan Call* – reserve for PL1 if MM can't do it?
- ii) **Parallel Sessions**
- **PS1: Best Practice Groups** – any developments from Glasgow? DL
 Transport John Tiernan continuing his work on these guidelines
Upper Extremities DL to find out if any UK participants in this group
Supported Lying – feedback imminent
 - **PS2: Service Provision.** All think of ideas please. ALL
 - **PS3:** possible engineers' forum or a gutsy engineering topic. CE, DL and RM to consult outside the meeting and feed back CE/DL/RM
 - **PS4: Training Session.** Maybe Wendy Murphy, although KAC feels not long enough a session for this. Require PMG Education & Training sub-cttee input here. KAC to contact Jo Jex. KAC
 - **PS5:** KAC to discuss possible Research topic with David Porter. KAC
 - **PS6:** Exhibition viewing
- No limit on numbers of parallels if there are enough rooms.
- iii) **Aldersea Lecture:** KAC to invite Ros Ham, OE to provide contact details. Agreed that Wendy Murphy should be invited for 2012. KAC/OE
- iv) **Conference Dinner**
- Entertainment – KAC appealed to everyone to come up with some ideas. ALL
 - After Dinner speaker – KAC likes this idea, but needs to be the right person. Please feed back any suggestions in time for next meeting. ALL
- 6. AOB**
- i) **Call for Papers** – KAC to forward Final Call to OE for publication in forthcoming PMG journal. Deadline for submissions of abstracts will be **31st December 2010** with adjudication meeting in January 2011. KAC/OE
- ii) **Bursars:** need to wait for Finance sub-cttee to approve budget for bursaries. OE to process applications. Deadline **31st December 2010**. * OE
- 7. Dates of next meetings**
- i) **Teleconference** meeting at **8.30am, 17th November 2010**. OE to inform HH and JC. ALL/OE
- ii) **KAC Meeting in Warwick.** If dates work out, then CE could go to see bookshop people at the same time. KAC/CE
- iii) **January 2011:** Face to face meeting in Warwick. CE could arrange bookshop meeting for this date instead. KAC to check on January availability of a freebie meeting room at Warwick. ALL
KAC/CE

* subsequently changed to 31st January 2011