

25 August 2015

Attendees

Peter Binkley
~~Mark Bussey (Conference host)~~ (apologies)
~~Matt Critchlow~~ apologies
~~Karen Estlund~~ apologies
Erin Fahy
Richard Green (Admin assistant)
Anna Headley

Schedule (for info)

- **w/b 1st June:** Web page and booking announced
- (8-11 June: Open Repositories 2015)
- **1 July:** Outline schedule announced following call on 30 June
- **w/b 3rd August:** Detailed program announced
- **21-24 September:** HC2015

Agenda

1. Housekeeping
 - a. Facilitator and notetaker for this call
 - b. Additional agenda items?
2. Organizational matters just for info:
 - a. Bookings
 - i. **Currently 182 + 3 reserved**
 - b. Hotel arrangements
 - i. **Discounted hotel blocks sold out.**
 - c. Social events
 - i. Poster reception
 - ii. Conference dinner
 - iii. Other...
 - d. Emails
 - i. **Reminder/update email sent 8/24**
 - e. Public page [here](#)
 - f. Room availability for reference: [HC2015 Conference Rooms.xlsx](#)
 - g. FYI - [Last year's post conference survey results](#) ([See 5f](#))
3. Report back on outstanding to-do's
 - a. **State of speaker tracking**
 - b. **State of workshop booking**
 - c. **State of poster sign-up**
 - d. **State of lightning talk sign-up**
 - e. **State of Sessionizer**
 - f. **Parking details added to wiki page**
4. Program outline
 - a. Resources list **on parent page**
5. Specific "to-do's" coming up
 - a. **Social dinner sign-ups - asap**
 - b. **Dietary requirements etc email**
 - c. **Attendance lists to workshop organizers - 9/7?**
 - d. **Rooming. Big signs for workshops and parallel sessions?**
 - e. **Location details for Fedora workshop - no later than 9/9**
 - f. **Plan post conference survey - modified version of last years?**
6. AOB
7. Next calls 1st (very brief check-in) and 8th September 8.00am PT, 11.00am ET, 4.00pm UK