

YSOA Annual Scientific Meeting

Minutes of Organising Committee Meeting

Date: Tuesday 9th April 201

Venue: Pizza Express, Xscape, Junction 32 off M62

Present: A Vipond (AV), S Smith (SS), M Purva (MP), I Ahmed (IA), L Hawthorne (LH), S. Saxena (SSX), Clare Smith (CS), Audrey Quinn (AQ), Jane Backhouse (JB)

Apologise: None

- 1. Update by JB:** Dr A total of 85 delegates have registered; 74 paid and 11 awaiting payment. 6 sponsors confirmed to be supporting the meeting; 3 paid, 3 awaiting payment. **Action Point:** JB to chase delegates and sponsors
- 2. Registration desk:** JB and SS to staff registration desk on the day of meeting. AV will be staffing membership desk. Others to alternate during coffee breaks and lunch time. **Action Point:** JB and IA to arrive by 7:00 am and others at least by 7:30. 30 YSOA membership forms to be available for delegates. A3 flyer of meeting to be brought for display.
- 3. Logistics:** Ensuring availability of Cloak room, Cabaret style layout, Wii Fi access for delegates, audio-visual support, Lap Top, Biscuits to be available with tea/coffee etc. **Action Point:** JB to liaise with venue manager accordingly.
- 4. Session 1:** MP appraised that Steve Lindow has confirmed his attendance. AQ requested change of Chair, as she is unable to come in the morning. SS agreed to swap with her. **Action Point:** MP to write short bibliography of Steve Lindow for SSX.
- 5. Medico-legal cases:** IA appraised the format of the session; short 20 minute presentation by MPS advisor followed by 2 or 3 case presentations and discussion. IA gave brief description of proposed cases. **Action Point:** IA to write short bibliography on Jayne Molodynski and Ian Russell for SSX. IA to prepare cases and email them to panellists.
- 6. Session II:** JB appraised that Paul Sharp has send his presentation which contains videos which she has been unable to open. IA asked JB to forward him the presentation. **Action Point:** JB to forward email to IA. SS to write bibliography for AV (Chair)
- 7. Free Papers:** IA to chair. 8 minutes for presentation and 2 minutes for Q&A. A timer clock and bell is needed. Time should strictly be adhered to; warning at 7 minutes and bell at 8 minutes. IA to held pre-session brief with trainee to familiarise them with rules. Presentations to be uploaded during preceding coffee break. P Sharpe, J Gerrard and V Wilson to act as judges. **Action Point:** IA to send emails to all trainees regarding rules of abstract presentation. IA to prepare certificate of best oral presentation. IA to email JB abstracts to be included in delegates pack.
- 8. The Great Debate:** 20 minutes each presentation followed by 5 minutes Q&A. Speakers need to be informed about allocated time. Voting before and after debate with show of hands. **Action Point:** AQ is chairing the session. SS to send email to both speakers regarding time allocation.
- 9. Joint Lecture:** Two speakers; 20 minutes each followed by 5 minutes Q&A. AQ is chairing the session now. **Action Point:** CS to write bibliography of speakers for AQ.
- 10. Session IV:** Concerns regarding very exciting session with potential to over-run. Strict adherence to timing is needed.
- 11. Miscellaneous:** Writing Pad and badges to be included in delegates pack – JB. Official photographer to be organised by AV. IA to arrange a backup camera. JB to send program to all speakers with reference to time allocated to each speaker.