Date: November 17th, 2017

**Program Committee Update 2**

**See update 1 for details on logistics and agenda.**

**Agenda**

The agenda below remains skeletal. Much of it reflects holding space for different types of presentations – keynotes, technical panels (pre-formed and organised by the Summit), Comm Talks, skills development sessions, plenaries, evening events, admin and feedback, open spaces available for use by participants on issues they’ll determine, spaces for multi-media and poster sessions. The agenda table below is a draft which we expect to come back to several times as we get more information that allows us to get the balance of conference type (or audience needs) and ‘curation’ right. Several things will feed into this such as the keynotes and the themes they will focus on, further discussions amongst the Secretariat and Steering Committee on what the big themes of the Summit will be, the abstract submitted (topics, presentation types etc.), the outputs (Summit statement, products etc.) and the communication plans. The framework below needs to be seen as a work in progress. It is broken down into two morning and two afternoon sessions with plenaries at the start and end of each day and evening social events. The agenda has space for report backs and taking the pulse of the Summit as it unfolds but does not yet reflect the virtual communication tools that will be used through Apps, that will also form a significant part of the experience.

The agenda table provides for:

1. Five morning plenaries

2. Two morning and two afternoon time slots (except for day 1 and 5) which allow for 12 sessions each (as per the total number of breakout rooms).

3. End of day plenary

4. Four evening events

5. EE Day focus on Wednesday with keynote, EE oriented sessions and EE evening event.

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| --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** |
| Morning Plenary  8:30 – 9:30 | Opening Session  +  Keynote  (Start time TBD) | Plenary  (Admin, What Works team report back)  Keynote | Plenary  (Admin, What Works team report back)  **EE Day** Keynote/panel/multi-media? | Plenary  Admin, What Works team report back | Plenary  Admin |
| Morning 1  945 – 11:00 | Technical x6 | Technical x6 | Technical x6 | Feedback  What Works team final report and discussion  Conference Statement adoption? |
| Open x3 | Open x3 | Open x3 |
| Skills building part 1 x3 | Skills building part 1 x3 | Skills building part 1 x3 |
| 11:00 – 11:30 | Break | Break | Break | Break | Closing |
| Morning 2  11:30 – 12:45 | *This slot depends on when conference opens*  Technical x6  Open x3 | Technical x6 | Technical x6 | Technical x6 |
| Open x3 | Open x3 | Open x3 |
| Skills building part 2 x3 | Skills building part 2 x3 | Skills building part 2 x3 |
| 12:45 – 1:45 | Lunch | Lunch | Lunch | Lunch | Lunch |
| Afternoon 1  1:45 – 3:00 | Technical x6 | Technical x6 | Technical x6 | Technical x6 |  |
| Open x3 | Open x3 | Open x3 | Open x3 |
| Skills building part 1 x3 | Skills building part 1 x3 | Skills building part 1 x3 | Skills building part 1 x3 |
| 3::00 – 3:30 | Break | Break | Break | Break |
| Afternoon 2  3:30 – 4:45 | Technical x6 | Technical x6 | Technical x6 | Technical x6 |
| Open x3 | Open x3 | Open x3 | Open x3 |
| Skills building part 2 x3 | Skills building part 2 x3 | Skills building part 2 x3 | Skills building part 2 x3 |
|  |  |  |  |  |
| 5: 00 – 5:30 | Day End Closure and Reflection Plenary | Day End Closure and Reflection Plenary | Day End Closure and Reflection Plenary | Day End Closure and Reflection Plenary |
| Evening | Evening: Reception | Evening: A way to get feedback? | **Evening: Entertainment-Education** | Evening: Multi-Media Show? |

Abstracts:

The Abstracts reviewer recruitment process has collected over 270 names as of today. A survey has been prepared and approved that will go out to all of these people in the coming few days. It will be matched against data submitted with the abstracts to match reviewers to abstracts. The plan is to send out this survey to the existing list so that we have an initial list of reviewers to begin sending abstracts as soon after the closing date as possible. We will send it out again to reviewers who come in after sending the first survey out to ensure we don’t miss good reviewers.

Abstract rating criteria have also been developed which we will ask the reviewers to use when they do their reviews. These are being finalised and will be ready to disseminate as soon as the submissions are closed.

Inter committee communication

There was a meeting with the Outputs committee and we are seeking a similar meeting with keynotes in the coming week or so. As decisions are being made that will impact on the agenda – Outputs need to be built in, appropriate slots for keynotes need to be determined, communication during the conference has to be accommodated, logistics around rooms etc will have to be worked out etc. A number of ideas such as having committees preparing brief updates such as this one and holding occasional inter-committee meetings amongst smaller numbers of committee members are also being implemented.

We will continue to prepare and send out these updates on a regular basis.