

# Communication plan

## Considerations based on feedback from last year

### Stakeholders

OCUL Digital Curation Community

OCUL Community at large

OCUL Directors

Speakers

Participants

### Communication plan schedule

Stakeholder group	Communication approach /activity	Person responsible	Draft	When	Done
OCUL DC Community	email - save the date	<a href="#">Kelli Babcock</a>	<p><b>Save the date: OCUL Digital Curation Summit - Friday, October 16th from 10 a.m. to 5 p.m.</b></p> <p>The OCUL Digital Curation Community will be hosting the annual Digital Curation Summit on Friday, October 16th from 10 a.m. to 5 p.m.</p> <p>The event will take place at McMaster University's Mills Memorial Library<sup>1</sup> in the Sherman Centre for Digital Scholarship<sup>2</sup>.</p> <p>The summit theme, selected by this community, will be "Digital Curation Lessons Learned: Failing Better". A call for presentation proposals will follow in August.</p> <p>On behalf on the 2015 Digital Curation Summit Planning Committee,</p> <p>Kelli Babcock</p> <p>Gabriela Mircea</p> <p>Pat Moore</p> <p><sup>1</sup> <a href="http://library.mcmaster.ca/about/mills">http://library.mcmaster.ca/about/mills</a></p> <p><sup>2</sup> <a href="http://scds.ca/">http://scds.ca/</a></p>	July 24, 2015	<input checked="" type="checkbox"/>

OCUL DC Community at large	email - send call for presentations	<a href="#">Gabriela Mircea</a>	<p style="text-align: center;"><b>Call for Proposals - 2015 OCUL Digital Curation Summit</b></p> <p style="text-align: center;"><b>Digital Curation Lessons Learned: Failing Better</b></p> <p style="text-align: center;">Friday, October 16th from 10 am to 5 pm Mills Memorial Library, McMaster University</p> <p><b>PROPOSAL SUBMISSION DEADLINE: Monday, September 14, 2015</b></p> <p>ACCEPTANCE NOTIFICATION: Wednesday, September 30, 2015</p> <p>The <a href="#">2015 OCUL Digital Curation Summit</a> is now accepting proposals for 30 minutes sessions. The proposals should be aligned with the theme of the summit: "Digital Curation Lessons Learned: Failing Better". We are looking for proposals that will contribute to the development of better practices and solutions, and that will spark learning and discussion among summit participants.</p> <p>Please submit your session proposals to <a href="mailto:mirceag@mcmaster.ca">mirceag@mcmaster.ca</a> by September 14, 2015.</p> <p>Your proposal should include the following information:</p> <p>Presenter name(s)</p> <p>Contact email address</p> <p>Session title</p> <p>The description of your proposed session (1-2 paragraphs, about 200 words), including specific software, services or processes to be discussed.</p> <p>We look forward to reviewing your submissions!</p> <p>On behalf of the 2015 Digital Curation Summit Planning Committee,</p> <p>Kelli Babcock Gabriela Mircea Pat Moore</p>	August 20, 2015	
Participants	email - Send event reminder	Planning Committee		3 days before the event	