

# 2014 Event Planning

- [When?](#)
- [\\$](#)
- [Where?](#)
  - [Webcast](#)
  - [Catering](#)
  - [Wifi](#)
- [What?](#)
- [Meeting/Event Planning Form](#)
- [2014.08.20 Skype Call](#)
- [Summit Feedback](#)

## When?

November 21, 2014

## \$

We have a budget of...\$1450

## Where?

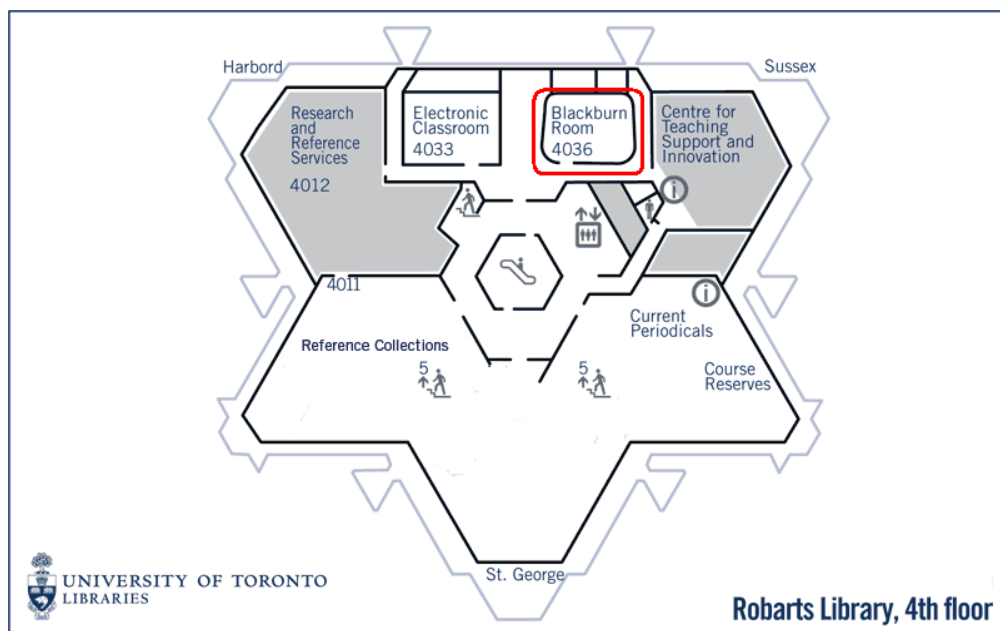
Robert H. Blackburn Room, room 4036

4<sup>th</sup> floor of [Robarts Library](#)

University of Toronto

130 St George St, Toronto, ON M5S 1A5

- Take the P5 elevator or the escalators to the 4<sup>th</sup> floor
- Go through the set of doors labelled "Centre for Teaching Support and Innovation" and "Reference and Research Services" in front of the down escalators
- The Blackburn room is just inside and slightly to the right.



## Webcast

UofT Media Production will record the event at no cost and encode the video for webcast (to be hosted on UofT media server). PPT will be synced to the webcasts and shown in the webcast interface. A URL for the webcast will be provided that can be embedded in a web page or distributed by email.

Presenters have to sign this: [MediaProduction\\_Consent\\_R2.pdf](#)

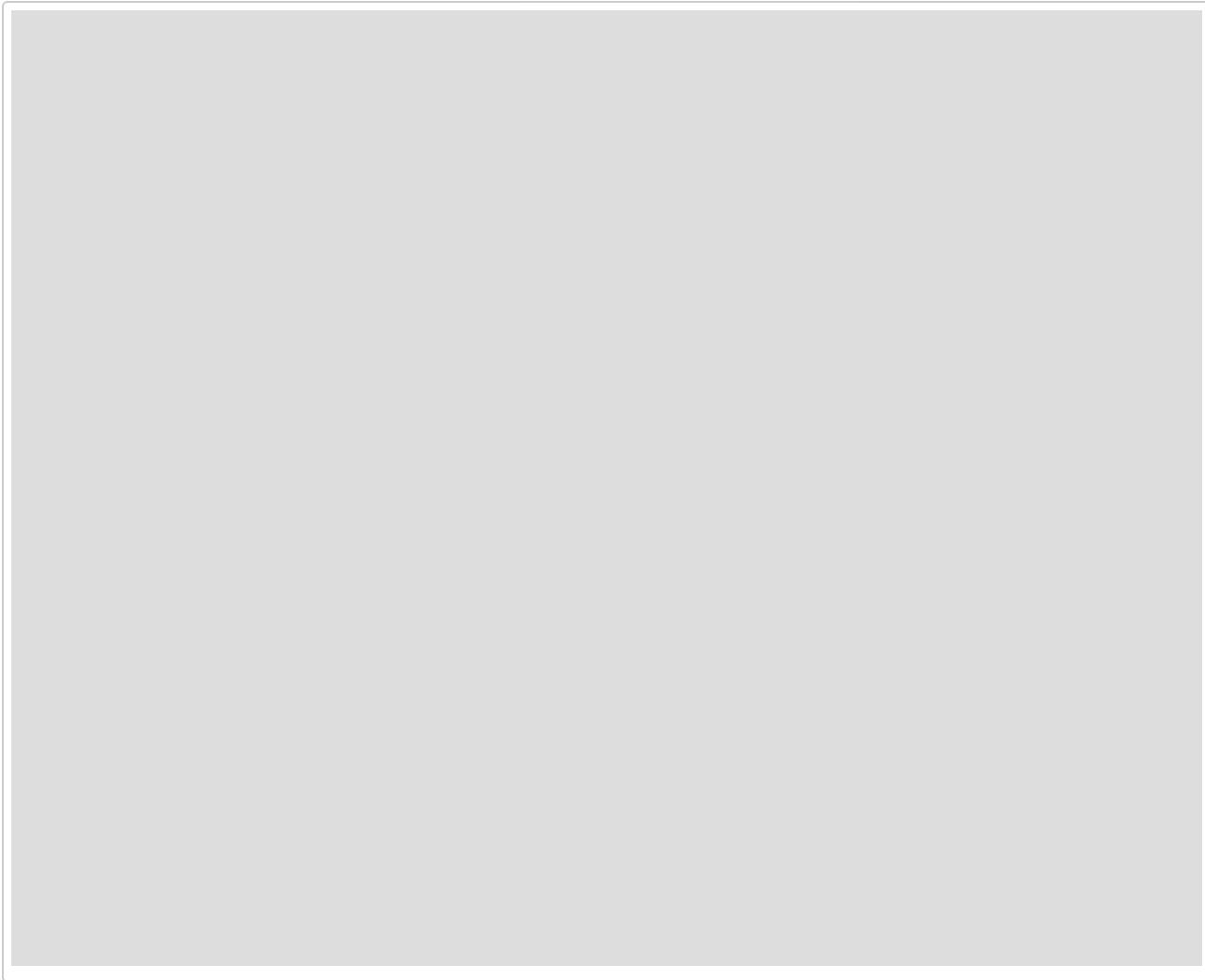
## Catering

Option 1: Pegasus - \$1448.66 (with tax)

- Final numbers needed by Thursday, November 13th
- Special diets - let them know a) type of dietary restriction and b) preferred sandwich type (cost per special diet = \$2 per sandwich; \$3.50 per fruit cup)
- Quote: [CONTRACT-UofT-FriNov21st-UofTLibraries.xls](#)
- Menu: [Menu-UofT-FriNov21st-UofTLibraries.docx](#)

Option 2: [Sammy's Student Exchange](#) : (416) 978 - 3325 - <http://www.sammysstudentexchange.com/#!menu-2/cdoh> - estimated to be \$2029 before tax...

Option 3: Presidential Gourmet - \$1570 (with tax).



## Wifi

Kelli will set up accounts for outside-UofTers: [http://www.utorauth.utoronto.ca/?page=sponsor\\_utorid](http://www.utorauth.utoronto.ca/?page=sponsor_utorid)

- Kelli Babcock reserved the UTL 4th floor Blackburn room and electronic classroom for November 21

- Blackburn room:**

- Room info: <http://support.icicle.utoronto.ca/labdocs/doku.php>
- Room specs: <http://support.icicle.utoronto.ca/labdocs/doku.php?id=blackburn:roomfacilities>

- Capacity: 60 persons seated around tables
- Can have catering in this room!
- Electronic classroom:**
  - Room specs: <http://onesearch.library.utoronto.ca/electronic-classroom>
  - Capacity: 40 computers w/ spillover room for 20 people
  - No food/drink

## What?

A day packed with practical workshops on various digital curation tools.

[Unknown User \(saraa\)](#), [Laurie Morrison](#), [Jenny Jing](#), [Stephen Marks](#) and [Kelli Babcock](#) have come up with possible station ideas and community experts to approach about leading workshops (see below). **PLEASE ADD TO THIS LIST IF YOU HAVE IDEAS FOR A TOPIC/LOCAL COMMUNITY CONTACT /EXPERT.**

Time	Topic	Presenter(s)	Abstract
9:30 – 10:00	Practical Implementation of Digital Preservation Policies	Steve Marks Nick Ruest	
10:00 – 10:45	Digitization Work Flows + Digitization Services in Ontario	Sara Allain	
10:45 – 11:00	Break		
11:00 – 11:30	Linked Data in Digital Curation	Jenny Jing	
11:30 – 12:00	Digital curation tools	Gabriela Mircea	
12:00 – 1:00	Lunch		
1:00 – 2:00	Archivematica	Jeremy Heill	
2:00 – 3:15	Islandora	Nick Ruest Kirsta Stapelfeldt	
3:15 – 3:30	Break		
3:30 – 4:30	Omeka	Kelli Babcock Leslie Barnes Rachelann Pisani	

## Meeting/Event Planning Form

Event Details	Notes	Budget	Cost	Booked
Meeting / Event Name	<i>OCUL Digital Curation Community Summit at the University of Toronto</i>	\$1450		
Planning Committee	Jenny, Sara, Kelli, Nick, Steve, Laurie	N/A	N/A	
Date(s) - Times	November 21, 2014 - 9:30-4:30	N/A	N/A	
Location	<b>UofT Robarts Library</b> Blackburn Room 130 St George St, Toronto, ON M5S 1A5 <a href="http://support.icicle.utoronto.ca/labdocs/doku.php?id=blackburn:roomfacilities">http://support.icicle.utoronto.ca/labdocs/doku.php?id=blackburn:roomfacilities</a> <a href="http://onesearch.library.utoronto.ca/electronic-classroom">http://onesearch.library.utoronto.ca/electronic-classroom</a>	N/A	N/A	
Number of Attendees	Registration for 60 spots (not including speakers) - <b>tell people to bring laptops</b>	N/A	N/A	
Speaker/Special Guests	See <a href="#">What?</a>			
Description (50-100 words)	<input type="checkbox"/> <a href="#">Unknown User (saraa)</a> to add in	N/A	N/A	

<b>AV Requirements</b>	<input type="checkbox"/> Extra laptops <input checked="" type="checkbox"/> Speakers/computer audio - an in-ceiling speaker system <input checked="" type="checkbox"/> Projector & Screen - two HD1080 digital video projectors with motorized screens <input checked="" type="checkbox"/> Podium & Microphone for presenters - a wired lectern microphone <input type="checkbox"/> Extension lead <input checked="" type="checkbox"/> Internet (wired or wireless) <input type="checkbox"/> Wireless access for attendees - <a href="#">Kelli Babcock</a> to create wireless accounts for external UofT registrants <input type="checkbox"/> Technician required			
<b>Catering Required</b>	Morning coffee Morning pastries/muffins Lunch pm coffee refresh pm snack break <a href="#">Kelli Babcock</a> looking into: <ul style="list-style-type: none"> <li>• <a href="#">Aramark</a> : (416) 598 – 5382</li> <li>• <a href="#">Innis Cafe</a> : (416) 977 – 7434</li> <li>• <a href="#">Second Cup</a> : (416) 847 – 0449</li> <li>• <a href="#">Veda Indian Takeout</a> : (416) 961 – 9797</li> <li>• <a href="#">Sammy's Student Exchange</a> : (416) 978 - 3325</li> <li>• <a href="#">Pegasus Hospitality Group operating The Exchange</a> : (416) 595-5925</li> </ul>			
<b>Room setup</b>	<input type="checkbox"/> Lecture Seating <input type="checkbox"/> Break/Lunch Banquet table <input type="checkbox"/> Registration Table			
<b>Preferred/Required Caterer</b>	Required			
<b>Registration method and process</b>	<input type="checkbox"/> Online registration form - <a href="#">Unknown User (saraa)</a> <b>Deadline: register by Friday, October 31st</b> <b>Eligibility: OCUL member</b>			
<b>Promotion and Announcement</b>	<a href="#">Unknown User (saraa)</a> to lead with Anika - has to be advertised as OCUL and UofT event because we're getting free UofT space. <ul style="list-style-type: none"> <li>• OCUL website</li> <li>• Special Event website</li> <li>• Listservs</li> </ul>			

## Planning Process Considerations

### Before the meeting

- Secure the room before finalizing/publicizing the date
- Look for on campus or non-cost rooms whenever possible
- Look for meeting spaces near public transit or close to where attendees will be staying.
- How will the event be publicized? What OCUL channels are appropriate for publicity?
- Coordinate registration process at least 1 month in advance of event, if not longer.
- Provide attendees location maps including directions and nearby parking in advance.
- Ask attendees if there are any accommodations required re: presentation materials, food, transportation and accessibility

## Venue

**Accessibility:** Are there any barriers to access? (Stairs, long walks, manual doors, non-accessible washrooms)

**Size:** Is the room large enough to hold a group, their belongings, and their work needs (laptops/notes)?

**Set Up:** What style of room set up will you need?

Are tables/chairs/podiums an extra cost?

**AV:** Does the room offer wireless? Are there any deadzones

Are you required to use in-house AV equipment/technicians

**Food** (If applicable): Can food be brought into the room?

Do you have a space reserved for the food, is there easy access for the caterers?

**Cost** (if applicable): Are there extra costs for meetings running longer than an hour?

Is there a non-profit rate?

Are there added fees (Landmark fees)?

Are you required to use designated caterers or suppliers?

Is there cancellation period or fee?

**Location:** Is the location easy to access on public transit?

Is the room location easy to find? If not do you have adequate signage?

## Catering

- Does your venue require a specific caterer?
- Is there a cancellation period or cancellation fee?
- Can you amend your order (what is the end date? Is there a fee?)
- Are small wares (tablecloths, glasses, plates etc.) included in the cost?
- Is tax additional?
- Is there an additional cost for service staff?
- Is there a delivery fee?
- Is there a package option vs. individual platters/items option?

## Post Meeting

- Provide feedback survey to attendees
- Produce report, summary, outcomes list where required

## 2014.08.20 Skype Call

- Pick a day: November 7, 14 or 21
  - November 21st - 9:30-4:30
  - Kelli Babcock booked Media Production at UofT to record the event (no cost)
- Confirm room capacity - **60 people max**
  - How will people register? free + [Unknown User \(saraa\)](#) to set up online registration page (Google Forms or UTSC's registration thing)
- Pick a name for event - OCUL Digital Curation Community Summit at UofT
  - How to promote/who to promote to - [Unknown User \(saraa\)](#) and Anika will coordinate promoting the event
  - Note: using UofT rooms = have to promote as both OCUL and UofT event.
- Assign next steps

- Contacting speakers
- Catering (Kelli Babcock will look into)
- Go through meeting/event planning form above

## Summit Feedback

Feedback compiled: [OCUL Digital Curation Summit 2014 - Feedback - Google Forms copy.pdf](#)

Survey: <https://docs.google.com/forms/d/1UKuQ1usFPDxTz-RAfRHaTdC1uF116E93J2YrFEcwrk/edit#>