

DEBRIEF ON 28 JANUARY 2009 OPEN FORUM: SUPPORT FOR BUSINESS
MEETING HELD ON 17 FEBRUARY 2009

PRESENT:

Steve Elvin

Claire Balch

Jaclyn Boshoff

Jane Wigdor

Jonathan Hawkings

Nikki Rooke

Parker Seymour

Steve Taylor

Suzanne Leonard

Suzy Kelham

Yung Tran

NOTES MADE DURING THE MEETING

EVENT REVIEW

- P D C A
 - Plan
 - Do
 - Check
 - Act
- Feedback analysis and event rating
- Checklist
- Improvements
- What next

NEXT EVENT

- 23 April no good – need day when FH isn't booked
- Avoid holding 2 similar events by SMMT
- Improve quantity of feedback
 - Simpler form
 - Online survey
- First event wide ranging but no detail
- Future events should brief presenters
- Need detail of how help will actually work for example companies
- Consider generic initial session then “break outs” for individual sectors, e.g. SMEs, CVs
- Get speakers in early and run through with them E&PT, expectations, etc.
- Get presentations early to allow time for checking (no subject overlap)

ONE TO ONES – IMPROVEMENTS

- Registration need to liaise with one-to-one hosts – need contact names and phone numbers.

- Pre-brief one-to-one hosts so they understand booking system
- Some delegates didn't book one-to-ones
- Could do it like "speed dating"
- Need delegate badges and delegate packs two days before
- Consider website – give out address rather than print and compile packs
- Make clear to speakers must register how many people they are bringing with them
- Rearranging the seating in the Council Room was a bit frantic
- Ensure Registration staff "fed and watered"

PROPOSAL FOR NEXT EVENT

- 21 May (12 and 13 not possible)

One idea

- "Preparing for the upturn")
- Venture capitalists / business angels) Probably Autumn
- Innovation / Opportunity