
Agenda

Present:

AV, SH, GS, TdB, IM, BR, GK, EK, NK, MS

Kilian Baur (DE), Imre Ploeg (NL): both on Friday + Saturday morning

Friday, 2nd of December

Preparations

- 14 Copies of the Agenda
- Computer-room OR each EAS-member with laptop online for Friday evening
- Flipchart containing Website-check-Questions

Meeting with representatives of the institution / Conference-Team

17.00

AV

Check of Agenda

17.30

AV, IM + Board

Are there things we should change or move? Is anything missing?

Student Forum

17.40

BR, GS, Imre, Kilian

- Reports: SF in Gdansk / preparations for the SF Den Haag
- plans for the future / SF Team / Networking
- students who work for the connection of the yearly SFs,
- Website / Social Networks for SF: experiences so far? Ideas for the future?
- Report from students in Tallinn (IMC)

Doctoral Student Forum

18.20

MS

- Reports

- Plans
- Team
- Financial issues (Funding, covering of fees during the Conference)

Website Check

18.45

all

Each Board members checks individually the areas he/she is responsible for (see minutes of Board meeting in Gdansk winter 2010) as well as other areas if time left. This is the preparation for the long Website Session on Saturday morning.

Main questions (are written on the flipchart) / Board members write answers on the following on coloured cards:

- What is still missing? How can we get /work on this information?
- What can be optimized?
- Where is the structure still unclear/misleading?
- How was my working on the resp. Website-area so far?
- Which part of the website will be my responsibility in the future – which kind of clarification/support to I need to work on this?
- What is important for the future so that I/we all can work effectively for the Website?

Dinner

19.30

Saturday, 3rd of December

Membership

09.15

TdB, AV, IM

- Information on the **EU-bid / missing institutional members / National Associations** AV/ IM 10'
- Membership list TdB 5'
- Future **policy** reg. Institutional membership - group work 15'
- Presentations and discussion of group's ideas 20'
- decisions on strategies and future tasks 15'

National Coordinators

10.20

EK, AV

- strategy for working with the NCs
- Responsibilities from the EAS-board
- Website work, NC areas (only shortly, next agenda issue!)
- Issues for the NC meeting at the next Conference
- New agreements AV
- New/changing NC's / NCs no board members

Coffee break

Website 11.30

GS together with KBaur, IM, NK

- presentation of the ideas of each board member
- fixing which tasks will be done by each board member
- including a timeplan

Lunch Break 13.00

Sandwiches brought in

After that short walk in the institute, visit of Conference venues 30'

EU - Networks and cooperation policy 14.15

ISME/EMC 20'

SH

Cooperation in projects 30'

IM

- Project space at Conferences
- Advice as Service
- Current projects / contacts to EAS

National Associations 25'

AV

- Responsibility inside the EAS-board
- Session at the Conference (planning/chair ...)

Coffee break - 15.30

Wider future strategies 16.00

- EU-bid 2013
- Finance issues (flat-rate or budget-rate)
- For what do we want to use the money - who is responsible (publications, Website, NC meetings, management ..)
- Where do external management persons sit etc.
- Time-table

Evening Programme 18.00

Travel to Delft: train 18.20, arrival 18.30

short walk

Dinner at 19.30

Sunday, 4th of December

Walk on the Beach	8.45
AV is meeting us at the hotel	
EAS-Newsletters/info-policy/marketing/Social Media	10.00
<i>AV, NK, IM</i>	
<ul style="list-style-type: none">• Newsletter (sort of texts, responsibilities, length, intervals) AV• Social Media NK• Marketing IM	
Reports I	10.45
Olympiade EK	15'
Handbook for Conferences GK	15'
ICT book / EAS-book series / other publications GS, AV	20'
Coffee break	
Reports II - Timetable	
Short interim finance report TdB	10'
Conference 2012 / Conference strategies AV	45'
Conference 2013 TdB	15'
Future Conferences (Cyprus, others)	10'
Timetable / To-do-lists after this meeting	
End	13.00