



STAFF SCHEDULE

TIME	ACTIVITY	NOTES
6:30	Staff Arrive	All staff arrive at the event and must sign in at reception. Badges will be handed out.
7:00	Set up exhibitions, workshops and refreshment area	Staff must set up all areas.
7:45	Mini meeting with all staff	Staff to meet in the training room to go over the plan for the day.
8:30	Confirm all arrangements with Selsdon Staff	Staff to confirm all arrangements for the day with venue staff.
9:30	Delegates arrival and registration	Delegates arrive at the venue and sign in. Badges will be handed it.
10:00	Key Note Speaker presentation	Held in the main meeting room by Mr Burton.
10:15	Exhibition or Workshops	Delegates can walk around and browse Workshop A, B or C and the exhibitions. One ITEDUSOVLE staff per workshop.
11:15	Refreshments	Drinks held in Board room A.
11:30	Exhibition or Workshops	Delegates can walk around and browse Workshop A, B or C and the exhibitions. One ITEDUSOVLE staff per workshop.
12:30	LUNCH	Lunch will be served by Selsdon Staff.
13:30	Exhibition or Workshops	Delegates can walk around and browse Workshop A, B or C and the exhibitions. One ITEDUSOVLE staff per workshop.
14:30	Refreshments	Drinks held in board room A.
15:00	Closing Speech	Speech from Joanna Hatch and Emily White.
15:30	END OF EVENT	