



October 7, 2015
Montreal, QC

Meeting was called to order at 1:15pm by Tony Tauber.

In Attendance:	Greg Hankins
Tony Tauber	Manish Karir
L Sean Kennedy	Matthew Petach
Michael Sinatra	Steven Schechter
John van Oppen	Krassimir Tzvetanov
Jeff Bartig	Will Charnock
Christina Chu	Betty Burke
Philippe Couture	Val Wittcop
Allison Feese-Stickland	De Harvey

- **NANOLOG 65 - Current program**

- PC requests lunch be 1.5 hour in length - this will always be the goal moving forward as long as hotel space permits.
 - Action - Val to provide a layout / placeholder of future meeting space.
- There was a discussion regarding track/tutorial transition times. It was suggested that at least one PC member be available to introduce each track and ensure that presenters meet at the back riser to shorten transition times.
- Mondays - last presentation needs to end at 4:45 to allow time for social event.
- Suggestion was made to break 90 min Tutorial times into two sessions.
- Lightning Talks - Make it a goal to always provide two during a conference due to strong interest.
- Audio Video -
 - Action - Add a question in the PC Tool - "If, available, do you want speaker notes displayed during presentation?"
 - Action - Betty to provide a list of Audio Visual list for each breakout room for N66.
 - Action - Val purchase a new windows laptop
- Newcomers Lunch - The attendance has grown and the noise makes it difficult to have meaningful engagement.
 - Staff will look into restructuring this



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- **Future Programming**
 - Speaker Tracking Spreadsheet -
 - Action - De to create a folder in Google Drive for each meeting with all of the templates, form letters, check-list of PC todo's and speaker tracker worksheet and share with everyone
 - Action - PC to confirm preferred email addresses and select a preferred date for future calls/meetings
 - PC Tool
 - Action - Request the ability for PC members to approve slide decks themselves after initial push