

Participants :

France: Monique Moutaud, Marcelle Rey Campagnolle, Joëlle Goglu, Marianne Rodot, Myriam Gakwaya, Yvette Ramos, Sackhonn Chak, Marion Rigaud, Luc Ceriez
Germany: Angelika Reinhard, Michaela Claus-Lynker, Marianne von Rauch, Sylvia Kegel, Petra Mayerhofer
United Kingdom : Pam Wain, Grazyna Whapshott, Sue Bird, Milada Williams

Agenda :

1. 1st day personal introductions
2. Report (Monique Moutaud)
3. Update (all)
4. Communication Cttee Report (Marcelle Rey- Campagnolle)
5. Programme Cttee (Monique Moutaud)
6. Logistics Cttee (Yvette Ramos)
7. Finance Cttee (Monique Moutaud)
8. Conclusions at the close of the first day
9. 2nd day discussion
10. Planning of Key Activities
11. Assignment of Responsibilities
12. Scheduling of Actions
13. ICWES Cttee Contact Details
14. Date of the next meeting

About the organisation :

- Main organiser : CNISF www.cnisf.org
- 6 partners : F&S, fetm, FI, Mission pour la place des Femmes au CNRS (Center of National Research), dib, WES
- <http://www2.cnrs.fr/en/189.htm>
- <http://www.femmes-et-maths.fr/>
- [http://www.int-evry.fr/femmes et sciences/](http://www.int-evry.fr/femmes_et_sciences/)
- <http://www.dibev.de/>

Supporters : INWES www.inwes.org

The ICWES organising committee met on 1st and 2nd December 2007. There were new members present and personal introductions were made at the start of the meeting.

The meeting aimed to facilitate, improve and provide direct communication between international partners with the view of assigning responsibilities for particular tasks within different committees, as well as scheduling activities and setting the project management milestones.

The membership of committees was agreed and functions were assigned. The steering cttee is to meet monthly to provide a communication platform amongst the leaders and to supervise all activities.

Following ideas were discussed :

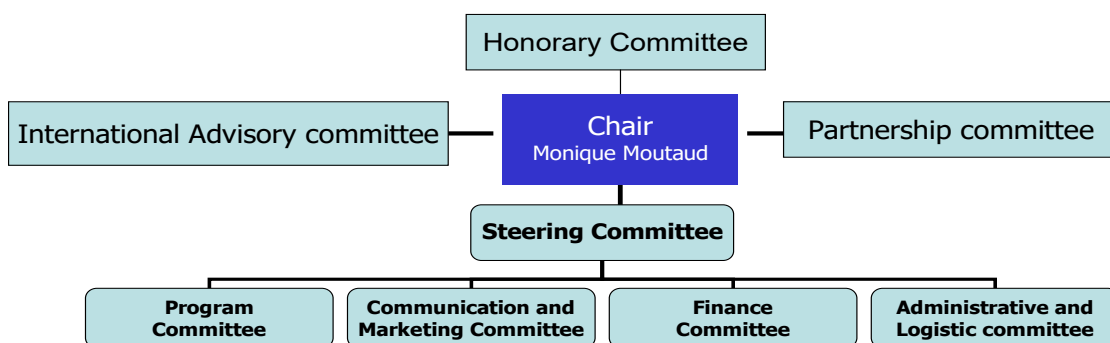
Firstly, there is a need to focus on logistics and booking of all venues and proposed social events. This will require monthly visits to Lille. At the same time good communication is paramount to assure diffusion and development of tools. A preliminary budget was presented by the finance cttee. The cttee will also deal with two major sponsors (EC and Region Nord Pas de Calais) and FI and CNISF.

In the second instance the focus must turn to the marketing activities with the aim of attracting people to the conference. This can be done by our participation in important events. Strategic sponsors have to be supported by administrative procedures required for EC and Region NPdC contributions. Sponsoring

contacts have to be selected from a variety of institutions and private companies and contacted in due course.

Web based communication tool has been developed that will allow all cttee members to keep up to date in real time. Its use and access were explained and discussed.

Organizing Committee



Laurence Broze

Anne-Marie Jolly-Desodt
Stephanie Chasserio
Nicky Le Feuvre
Dominique Fougeyrollas
Yvonne Pourrat
Angelika Klein
Anne Pépin
Ruby Heap
André Béraut

Marcelle Rey - Campagnolle

Joelle Goglu
Marianne Rodot
Petra Mayerhofer
Myriam Gakwaya

Patricia Lutse

François Hascoët

Yvette Ramos

Chantal Darsch
Aline Aldin
Shakhonn Chak
Pam Wain

Committee:	Additional Members	email	Skype
Programme	Grazyna Whapshott	g.whapshott@greenwich.ac.uk	
	Michaela Claus-Lynker	michaela.claus@gmx.de	mcL-KS (?)
	Marianne von Rauch	marirauch@yahoo.com	
	Frances Graundy	?	
	Angelika Reinhard	angelika.reinhard@dibev.de	ing-a-hej
Marketing and Communication	Pam Wain (contact for Logistics)	prwain@yahoo.co.uk	prw001
	Margaret Ajibode	margaret@obatec.com	
Finance	Sylvia Kegel	sylvia.kegel@dibev.de	trotzki 089
	Monique Moutaud	mmoutaud@yahoo.fr	mmoutaud
	Milada Williams	miladaw@ntlworld.com	miladaw8
Admin & Logistics	Marion Rigaud	marion.rigaud@club-internet.fr	
?	Sue Bird	suebird@birdacoustics.co.uk	

Committee Reports :

Communication & Marketing Committee (CMC)

CMC is chaired by Marcelle Rey-Campagnolle and is involved in preparation and production of all conference information and its dissemination. Regular updating is required in order to facilitate current communication between partners.

Progress to date includes selection of logo design image for ICWES14, documents as per list on intranet (/Documents/Communication/com-support_list, web site with map-site, home page, conference overview and organisation, programs, on-line pre-registration, paper submission on site), Intranet/documents/communication (all documents organised; 2 reference files: com-support_list and diffusion_list-Intranet/Contacts, individual files revised to match our request to the provider standards)

Action Plan - Communication and Marketing Cttee			
	Task	Responsibility of	Date
1.	Collect contact details and mass mail to all re paper submissions - Pam (UK), Petra (D)	Marcelle	Monday
2.	List of invited speakers		ongoing
3.	Put information how to reach Lille on the website	Comm. Cttee	End of Dec 07
4.	Procedure for partners <ul style="list-style-type: none"> Definition Need to be on the web 	Marcelle Pam, Marcelle & Petra Comm. Cttee	Dec 07 End Jan 08
5.	Prepare the registration procedure and install the registration on-line		
6.	Programme at a glance online		End of Jan 08
7.	Prepare <ul style="list-style-type: none"> Industrial tour Tourist tour Conference Accommodation 		End of Feb 08
8.	Prepare the accommodation procedures and install the on line reservation		Feb to Mar 08
9.	Notification of acceptance of papers (Select session titles for programme planning)		15th March 08
10.	Deadline for registration of the accepted papers		30 April 08
11.	Detailed scientific program and checking of all the other programs. All the information should be completed and posted on the website		End of May 08
12.	Exhibition and Sponsors	Comm. Cttee	From now till June 08

Programme Committee (PC)

PC is chaired by Laurence Broze and its main tasks are to select the conference topical areas and identify suitable speakers. It is responsible for review and selection of submitted papers and assessing candidates for travel award. The final programme is compiled by PC and abstracts are selected for proceedings by PC as well. The topics selected for the conference fall into 4 major categories :

1. Scientific issues
 - a. Sustainable development : energy, climate change, water, agriculture
 - b. Logistics

- c. ICT in industry in a global world
 - d. Ethics in STEM
2. Gender in STEM
3. Management & Leadership
4. Other sessions to be included in the programme, such as:
 - a. Gender and leadership INWES symposium
 - b. European session for DG Research
 - c. Students sessions: role model
 - d. Workshop between managers of university or engineering schools and private companies human resources
 - e. General Assembly of INWES

Some speakers have been approached and a few have already accepted.

However, the roles and guidelines for keynote speakers, evaluators, track leaders (also could be in the list of evaluators), moderators (also = time keeper + reporter) who could be also in the list of evaluators and other speakers must be clearly set out. Currently a speaker has a max 30 minutes including Q&A allocated

Action Plan – Programme Cttee			
	Task	Responsibility of	Date
1.	Propose 10 speakers – experts (need to balance of academics and industrialists)	All – send your suggestions to the Programme Cttee	Before Feb 08
2.	Enter accepted speakers on the website immediately when accepted	Communications Cttee	Before Feb 08
3.	Guidelines for abstract evaluation	Laurence	End of Dec 07
4.	Identify evaluators for each category (30 – 50), send emails to request volunteers	Laurence	By mid Jan 08
5.	Identify track leaders & moderators (some of whom may also be evaluators)		After mid Mar 08
6.	Evaluation of papers	Evaluators	Jan to Mar 08
7.	Number of posters to be accepted – need a decision		
8.	Recruit secretariat for the programme cttee		Jan 08
9.	Present the programme		29 th March 08
10.	Responsibilities for:		
	Gender Symposium (GS)	Ruby Heap	
	French session (FR)	Yvonne Issie	
	Youth Forum (YF)	Joelle Goglu	
	Europe (EUR)	Yvonne R???	
	Inspirational (IRM)	Monique Moutaud	
	Training Workshop	Yvette Ramos	
	Best Practice (BPI)	Sue Bird	
11.	Final Programme		Mid May 08

Admin and Logistics Committee (ALC)

ALC is chaired by Yvette Ramos and consists of 4 groups :

1. Secretariat and Attendants (Pam)
2. Technical Support (Sakhonn)
3. VIP & Corporate (Marianne)
4. Orientation (Luc)

Its aim is to manage all logistic and administrative needs at the operational level assuring a smooth progress of the conference and satisfaction of the audience. It will provide help and support for all people who are involved in activities related to the conference.

Action required :

- Meetings and Letters at political and operational level :
 - To book the Venue of the conference
 - To book the Opening Ceremony (Opéra or Commerce Chamber)
 - To book hotels & accommodation (Accor with 10 hotels + dormitories at the university + Léonard de Vinci residence for organizing committee)
 - To book lunch spaces and menus
- Get prices for the technical facilities
- Study the map for the booths
 - 12 booths (3mx3m)
 - 6 booths (3mx2m)
- Already booked :
 - 1 for CNRS : 16m2
 - 6 for (3mx2m) are booked for partners, including INWES, dib, F&S, f et m, FI, WES

Consider :

- Scarf for gift package
- Bag in eco-bio cotton ?
- Get in touch with the T-Shirt manufacturers (Bio-cotton) :
 - Tudo Bom
 - Switcher
- Industrial visit :
 - Bombardier (Canadian)
- Touristic and cultural visits
 - Ghent (Gent)
 - Brugges
 - ...
- Establish strong relation with the tour operator and get a clear idea of the tourist program in order to add all information onto the web site
- Confirm the bookings of accommodation (Accor) and add links (Accor) on website. Dormitory accommodation has a special procedure, all bookings must go via the cttee who will then collect payments and register the delegates and the university accommodation office will then invoice ICWES cttee.
- Work with programme committee to finalize the subscription file online

100 students are expected and the question of selection has to be answered. There could be 10 from Polytech Savoie, 10 from Tunisia-Africa, 70 from Polytech Lille, and possibly 10 from other places? There also French + English + other languages such as Arabic, Chinese, Spanish...spoken among the student community. What provision can be made for them ?

Action Plan – Admin & Logistics Cttee			
	Task	Responsibility of	Date
1.	Prepare tourist pack and travelling instructions	Yvette and Marcelle	End of Dec 07
2.	Coordination meeting	Yvette and Laurence	End of Dec 07
3.	Travel agency and accommodation information + dormitory form for booking		End of Jan 08
4.	Industrial tour information Opening ceremony and gala night		End of Feb 08
5.	Agenda and a list of individual responsibilities		29 th March 08

Finance Committee

FC is chaired by Patricia Lutse. The cttee must prepare a forecast of a budget and update it along the project. It tracks all expenses submitted and checks if they fall within the budgetary constraints of the funds. It is also involved in fundraising and will produces a consolidated final balance sheet and a financial report.

Progress to date :

Currently, only a forecast budget (updated on August 2007 for the EC proposal) is available. The expenditure so far has been limited to expenses incurred by travelling to Lille and to other communications in accordance with the available resources (INWES advance and CNRS contribution). The requirements of the EC format were complied with in our proposal and the grant agreement will be signed in December 07. There was an agreement with the Region NPdC and promised 50% of the amount committed is due in December 07.

Sponsoring flyer and associated qualifying categories is now available. There was a great number of sponsors at SWE Conference in Nashville (250 companies represented) and it is hoped it can be replicated here. There are some private companies and institutions also who are interested in the conference and it is hoped they will become significant sponsors. All cttee members are to seek potential sponsors in their countries and bring some sponsorship to France. Fundraising abroad is usually quite difficult and it is not expected to produce major sponsorship by industries and institutions but rather by bringing in delegates who will contribute to the central fund by their registration fees.

The information about the conference is to be disseminated via our communication networks and/or by participation at external events.

To Action Plan – Finance Cttee			
	Task	Responsibility of	Date
1.	Organisation cttee will not be charged registration fees		
2.	Double check insurance policy with CNISF (Insurance against conference cancellation)	Monique	ASAP
3.	Study Risk Management		
4.	Set the date for discounted registration		End of May
5.	Fundraising – need 250 000 Eur List of <ul style="list-style-type: none"> Companies who will send delegates to the conference (source of participation fees) Payment in kind (cars, sponsoring water, coffee, etc.) Seek reduction of charges from the Mayor Identify what can be cut back 		ASAP
6.	Control and coordination of fundraising/contacting activities	Monique	ongoing
7.	Information and updating of progress to be communicated via intranet (inclusive of the sponsorship values)	Monique	ongoing

Planning ahead for activities in first semester 2008 :

- As specified in action plans above
- Logistics Cttee to decide on individual responsibilities and task allocation
- Programme Cttee to present the programme
- Major milestones
 - 15th March: notification of acceptance of the papers
 - 30th April: deadline for registration of the accepted papers
- A letter of intention will be signed instead of a MoU for dib and WES. Proposal from M.Rodot/CNISF – before end Dec 2007

Next meeting :

29th and 30th March 2008 at CNISF, Paris

Appendix :

- Programme at a glance

MINUTES MEETING

1st and 2nd December 2007 at the CNISF

APPENDIX 1 – PROGRAMME AT A GLANCE

July 15 (Tuesday)		July 16 (Wednesday)		July 17 (Thursday)		July 18 (Thursday)	
Room	No.	Room	No.	Room	No.	Room	No.
08:00		08:00		08:00		08:00	
09:00		09:00	GS1 KEYNOTES	09:00	GS2 KEYNOTES	09:00	TW S25 S26 S27 S28 S29 S30 S31
10:00	R TW	10:00	GS1 S1 S2 S3 S4 S5 S6 FR	10:00	GS2 S14 S15 S16 S17 S18 S19 EUR	10:00	TW S25 S26 S27 S28 S29 S30 S31
11:00		11:00		11:00		11:00	
12:00		12:00		12:00		12:00	
13:00		13:00	Lunch Break and networking	13:00	Lunch Break and networking	13:00	CLOSING
14:00		14:00		14:00	GA INWES	14:00	
15:00		15:00	YF S7 S8 S9 S10 S11 S12 S13	15:00	IRM BPI S20 S21 S22 S23 S24 FR	15:00	2:30pm departure to Cultural Programme and Industrial Visits
16:00	Registration	16:00		16:00		16:00	
17:00	Opening ceremony	17:00	YF S7 S8 S9 S10 S11 S12 S13	17:00	IRM BPI S20 S21 S22 S23 S24 FR	17:00	
18:00		18:00		18:00		18:00	
19:00		19:00	6:30pm departure to Museum Cocktail and Jazz Party	19:00	6:30pm departure to Roubaix Cultural Visit and Gala Night	19:00	
20:00	Cocktail party	20:00		20:00		20:00	
21:00		21:00		21:00		21:00	
TW Training Workshop for LDCs R Registration		Poster Session - Break BPI Best Practises INWES IRM Inspirational Role Models GS Gender Symposium FR French-speaking Session YF Youth Forum : mentoring for young engineers		GA General Assembly INWES			