

Europeana Sounds

Kick-off meeting, 17-18 February 2014. The British Library, London

Venue: The British Library conference centre

Hashtag: #eu-sounds



Map: British Library showing the piazza in front of the Conference Centre



Photo: Piazza and Conference Centre entrance

Note: 'Apple TV' facilities will be provided for any Mac-equipped presenters using wireless.

Day 1: Monday 17 February 2014					
Start time	Subject	Minutes duration	Presenter	Venue	Notes
0900	<i>Arrival and coffee</i>	30		<i>Foyer</i>	Public entrance to BL piazza opens at 0830
0930	Welcome	15	BL (Roly Keating, BL Chief Executive; Adam Farquhar)	Auditorium	
0945	Overview of project (aims, objectives, key deliverables, WPs)	30	BL (Richard Ranft)	Auditorium	
1015	Partners introductions	60	ALL	Auditorium	Each partner nominates 1 rep to introduce self (24 partners x2 minutes each)
1115	<i>Coffee</i>	15		<i>Foyer</i>	
1130	Europeana introduction	30	Jill Cousins	Auditorium	
1200	European Commission introduction	30	Krzysztof Nichczynski (EC Project Officer)	Auditorium	
1230	<i>Lunch / Tours</i>	75			Includes optional 30-min tour of BL sound studios or a visit to the 'Georgians Revealed' exhibition (limited numbers)
1345	WP1 (aggregation)	45	BL (Andra Patterson)	Auditorium / Chaucer	20 mins intro + 25 mins discussions
1430	WP2 (enrichment & participation)	45	NISV (Johan Oomen)	Auditorium / Chaucer	20 mins intro + 25 mins discussions
1515	<i>Coffee</i>	30		<i>Foyer</i>	
1545	WP3 (licensing guidelines)	45	KL (Paul Keller/ Lisette Kalshoven)	Auditorium / Chaucer	20 mins intro + 25 mins discussions
1630	WP4 (channels dev.)	45	EF (David Haskiya)	Auditorium / Chaucer	20 mins intro + 25 mins discussions
1715	Day One wrap up	15	BL (Richard Ranft / Catherine Gater)	Auditorium / Chaucer	Include discussion of structure for post lunch WP meetings on Day 2
1730	<i>Day One close</i>				
1830	<i>Social drinks and dinner</i>		<i>ALL PROJECT</i>	<i>BL restaurant</i>	1830 Drinks 1900 Buffet dinner provided by BL

Day 2: Tuesday 18 February 2014					
Start time	Subject	Minutes duration	Presenter	Venue	Notes
0815	Project Management Board (PMB)	60	PMB	Chaucer	WP leads and BL management team only, until 0915
0900	<i>Arrival & coffee (others)</i>	30	<i>ALL (except PMB)</i>	<i>Foyer</i>	Public entrance to BL piazza opens at 0830
0915	<i>Parallel meetings:</i> 0915 WP1-6 team meetings	75	ALL (except GA)	Auditorium / Foyer	WP side meetings in foyer / auditorium
0930	0930 General Assembly (GA)	60	BL/GA members	Chaucer	Nominated representatives from each partner and Project Management Board only
1030	'Concert'	15	3 content partners	Auditorium	3 content partners present 'iconic' audio tracks (max 6), ideally copyright- cleared for future promos
1045	<i>Coffee (and group photo)</i>	15		<i>Foyer</i>	
1100	WP5 (tech infrastructure)	45	NTUA (Vassilis Tzouvaras)	Auditorium / Chaucer	20 mins intro + 25 mins discussions
1145	WP6 (dissemination, networking)	45	BNF (Marion Ansell)	Auditorium / Chaucer	20 mins intro + 25 mins discussions
1245	<i>Lunch / Tours</i>	75			Includes optional 30-min tour of BL sound studios or a visit to the 'Georgians Revealed' exhibition (limited numbers)
1400	Review, discussion of WPs 1-6 and issues	75	BL (Richard Ranft/ Catherine Gater)	Auditorium / Chaucer	Parallel side meetings for technical activities, and/or separate WP meetings
1515	<i>Coffee</i>	15		<i>Foyer</i>	
1530	Project governance, reporting, admin and finances	45	BL (Catherine Gater/ Roger Gavin)	Auditorium	
1615	'Concert' #2	15	3 more content partners	Auditorium	3 content partners present 'iconic' audio tracks (max 6), ideally copyright- cleared for future promos
1645	Next steps & close	15	BL (Richard Ranft/ Catherine Gater)	Auditorium	
1700	<i>Meeting ends</i>				