

What went wrong...

Stuff under our control

- Should have had a policy in place for international speakers requiring visas.
- Should have explained better to the keynote speakers what was required.
- Plenary talk needed to be more accessible; should have given more guidance.
- Should have used Paypal for international payment as it is cheaper.
- Should have, in hindsight, paid the fee to use payment through the university website, and saved a lot of time.
- Should not have offered subsidy for accommodation on first come first served, but on a need basis – box to tick on the form if would like to be considered.
- Asking for talk abstract at registration was too soon
- Asking for talk abstracts for the booklet should have been done sooner.
- Programme planning was a bit late, and so a bit of a rush.
- Not clear soon enough to participants that everyone who had requested to give a talk could do so.
- Web form correlation with format required for conference booklet was poor.
- Movement time between talks would have been useful.
- Careers event should have had more time / time to overrun when it was so useful.
- Should have anticipated needing a special log-in for the stats computer in A1.01
- Didn't know where the bucket and mop was for spilt coffee (Sara found it)
- Forgot to make speakers' badges (Martine made them later)
- Food: vegan diet, fewer portions of savoury and more of sweet foods.
- Could have thought about how to distribute left-over food to soup kitchen or similar.
- Days too long; 9am is too early to start.
- First talks in the conference and of the day should be given by local, well-known 3rd years that can generate their own audience, as far as possible.

Stuff not under our control

- Fundraising LMS money tied up so we can't spend it. (worked within as far as possible)
- Opposition from Mark (conference went ahead after a meeting with Miles where we demonstrated our competence, and after we agreed to a room swap through Nav Patel.)
- Food (late first lunch, very late second morning coffee, complained and negotiated refund; no further late deliveries!)
- Talks cancelled at the last minute due to illness, Theses and travel problems.
- James Porter left the committee due to other commitments.
- Fewer electronic presenters than demand.
- Recycled pens of poor quality (will complain)