

**Arts and Culture Committee Meeting
November 4, 2019**

On-Table Item(s)

Item Type	Date	Item No.	Item Name	Reason For On-Table Distribution
Document	November 4, 2019	4.2	Artist Workshops / Symposium	Received after agenda distribution

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One-Day Agenda Examples:

A - conference style	
All day	Lounge & Exhibition
9:00am - 10:15am	Welcome & Keynote 1
10:15am - 10:45am	Coffee Break
10:45am - 12:30pm	Keynote 2 + 3
12:30pm - 1:30pm	Catered Lunch
1:30pm - 3:00pm	Workshops
3:00pm - 3:30pm	Coffee Break
3:30pm - 4:30pm	Keynote 4 + 5
4:30pm - 4:45pm	Wrap Up

B - engagement style	
9:00am – 9:30am	Lounge & Exhibition
9:30am – 10:45am	Welcome & Keynote 1
10:45am – 11:15am	Coffee Break (Lounge)
11:15am – 12:30pm	Keynote 2 + 3
12:30pm – 1:30pm	Catered Lunch (Lounge)
1:30pm – 2:45pm	Workshops & Roundtables
2:45pm – 3:00pm	Coffee Break (Lounge)
3:00pm – 4:15pm	Keynote 4 & Wrap Up
4:15pm – 6:00pm	Drinks Reception

Key Elements:

- Keynotes of varied lengths to accommodate different speakers/topics
- “Lounge” for networking and collaborating
 - live music performance during breaks
 - mini makes or art tables to encourage collaborative creating
 - displays of artworks and projects (include local students work?)
 - variety of seating options
- Covering a range of disciplines and engaging relevant hot topics
- Snap-worthy areas - encouraging sharing event on social media
- The Registration Table is the premier impression of the event