**LIR COMMITTEE**

**April 27th 2016**

**HEAnet, Dublin**

**Present**: Jennifer Ball, Frank Brady, Jenny Byrne, Michelle Dalton, Elaine Doherty, Siobhán Dunne, Peter Fleming, Peter Reilly, Jonathan Richardson, Glenn Wearen

**Apologies:** Jerald Cavanagh, David Kane, Clíona Ní Shúilleabháin

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| **Actions** | **Minutes** |
| **Minutes** |  |
|  | Minutes of meeting January 25th approved. |
| **Clarify Seminar Theme** |  |
|  | Tech Spaces & Tech Services |
| **Specify a Date** |  |
|  | **Date:**   * End of November / Beginning of December * Friday 25th November (provisional) * Friday 2nd December (back up) |
| **Confirm Speakers Availibility** |  |
|  | **Speakers**:   * Brian Wilson (HEAnet) – Keynote * Karen Latimer – Keynote * Roisin Hennigen – Library Building * Iain Gifford, Manchester (RFID) – Self Check App. **Peter** to contact * Mick Fortune (RFID) – potential keynote * Brian Hickey – Security * telepen (UK company) – desk booking app - **Jenny** to contact |
| **Book Venue** |  |
|  | **Venue**:   * Trinity – Long Room Hub * Investigate sates available (work backwards) * Clioghna to book (cheaper rate) * Needs eduroam, reliable broadband |
| **Call for Papers** |  |
|  | **Actions:**   * Confirm Speakers * Confirm Venue * Maybe have Lightning Talks * Send out by end of June   Save the date email to be sent, once date/venue confirmed, after workshop |
| **Sharing the Networking Knowledge** |  |
|  | **Sharing the Networking Knowledge**   * “Pitch your Problem” * Opportunity for people to talk. Formalise the networking during the break/lunch * Generate conversation * Problem -> harvesting the knowledge of the audience * Be part of the program * People outline issue from stage, just before lunch? * In advance by tweet? * 10 minutes |
| **Workshops** |  |
|  | Website Trouble Shooting – Glenn   * End of May * Siobhan to assist * Glenn to send out notice of event   Digital Marketing   * Run again next year? |
| **Committee Membership** |  |
|  | **New Members:**   * Gerald Cavanagh – May not be available to join committee   **Action**: Peter to contact to confirm membership, and if no, ask for recommendation of alternative   * David Hughes (DBS – associate members only)   Potential member? – No (eligible to join LIR, but not committee. Constitution would need to be amended)  **Committee Membership** (minimum):   * 3 Conul * 3 IOTI * 1 HEAnet   Any institution who are members of HEAnet are eligible to be on committee.  Need another IOTI member |
| **Next Meeting** |  |
|  | TBD |