

## Tuesday 13 May (1 of 1)

Time	Session	Room	Equipment	Signage	Verific. Time	Staff	Note
14:00	Staff Meeting	Registration Area Libray Atrium	Printed Scheme of Event Tuesday: 2 copies Wednesday: 4 copies Thursday: 4 copies	AoME/INHWE logo Rooms' Names: Day 1, 2 Session Titles: Day 1, 2	n/a	All	JBW to bring printed copies of Signage, Rooms' Names, Session Titles, SoE
14:00-15:00	Delegate Name Badges Set up line	Registration Area Libray Atrium	Badge Holders Printed Badges Lanyards	List of Participants	n/a	JBW PYA	
14:00-15:00	Sessions Rooms Set up	Library All Venue	Check AV equipment PPT running	Rooms' Names by the doors Session Titles, Day 1	n/a	TC MV	Folders on desktop, Day 1 AoME to bring laptops, sticks
14:00-14:30	Exhibitors Area Set up	Exhibitors Area Libray Atrium	2 Tables Chairs	Exhibitors Numbers	n/a	JBW	
14:30-15:00	Posters Area Set up	Posters Area Libray Atrium	12 Poster Boards Drawing pins	Poster Numbers Register for Day 1, 2	n/a	AP	12 Poster Boards
15:00-15:30	Sessions Rooms Set up	HUB Theatre	Tables Chairs 2 Microphones	Rooms' Names: Day 1, 2 Session Titles: Day 1, 2	n/a	DS	Check AV equipment Check microphones
15:00-16:00	Delegate Name Badges Prepare all badges	Registration Area Libray Atrium	Badge Holders Printed Badges Lanyards	List of Participants	n/a	JBW AP PYA	
15:00-16:00	Delegate Bags Programme Summary	Registration Area Libray Atrium	Conference Bags Flyers, Brochures Programme Overview	Wi-Fi Network info	n/a	MV	
15:00-16:00	Presenters' Corner Set up	Registration Area Libray Atrium	1 Table Laptop, Charger, Plugs	Register for Day 1, 2	n/a	PYA	List of missing files
16:00-17:00	Sessions Rooms Check	Library All Venue	Check AV equipment PPT running	Rooms' Names by the doors Session Titles, Day 1	n/a	JBW MV	Folders on desktop, Day 1
16:00-17:00	Registration Desk Set up	Registration Area Libray Atrium	3 Tables Chairs Laptops, Charger, Plugs Stationery, Drawing pins	Rooms' Names: Day 1, 2 Session Titles: Day 1, 2	n/a	JBW MV	JBW to bring stationery

Tony Carlisle, AoME  
 Jodie Burnett-Wren, AoME  
 Paul Yeboah-Afari, AoME  
 Amanda Paton, AoME  
 Jordan Jennings, AoME  
 David Smith, INHWE  
 Matteo Vezzosi, INHWE

### Wednesday 14 May (1 of 3)

Time	Session	Room	Equipment	Signage	Verific. Time	Staff	Note
08:45-09:00	Technical Check	All Venue Exhibitors' Area	Check AV equipment Check Exhibitors' tables	AoME/INHWE logo	n/a	JBW	n/a
09:00-17:00	Registration Desk Open	Registration Area Libray Atrium	Tables, Chairs Laptops	List of Participants The Cloud Wi-Fi	08:45	JJ AP MV	Bags, Badges, Pens, Flyers Human Signage
09:00-09:45	Posters Set up	Posters Area Libray Atrium	12 Poster Boards Drawing pins	List of Participants Poster Numbers	n/a	JBW	Identify poster presenters Direct to numbered board
09:00-09:45	Presenters' Corner	Registration Area Libray Atrium	Laptops Charger, Plugs	List of Participants	n/a	PYA	Identify oral presenters Presentation check
09:15-09:45	Welcome Coffee	Catering Area Library Atrium	Mini pastries, Whole Fruit Coffee, Tea, Orange juice, Water	Food info labels	09:00	JBW MV	JBW, AP, PYA Remain in the library
09:15-18:00	Footage and video interviews	All Venue	Personal A/V equipment	List of Participants	n/a	DS	
09:30	Set up Room	HUB Theatre	Check AV equipment PPT running	Rooms' Names by the door Session Titles, Day 1	n/a	DS	Human Signage
10:00-10:15	Welcome and Introductions Housekeeping	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	DS TC	Check AV equipment PPT running QR code to vote best poster
10:15-10:55	Keynote 1 Prof Josie Fraser Prof Elizabeth Johnson	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	DS	Check AV equipment PPT running
10:45	Set up Rooms	Library All Venue	Check AV equipment PPT running	Rooms' Names Session Titles, Day 1	n/a	JBW	JBW Ground Floor AP, PYA 2nd Floor
11:15-12:30	Session 1A Learning from Success IPE Chair: Julie Browne	Library Presentation Room Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	JBW	Check AV equipment PPT running
11:15-12:30	Session 1B Healthcare Improvement Chair: Louise Dubras	Library Seminar Room 1/2 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	AP	Check AV equipment PPT running
11:15-12:30	Session 1C Developing your HC education Chair: Claire Stocker	Library Atrium Theatre Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	JBW	JJ to present abstract 165 Check AV equipment PPT running
11:15-12:30	Session 1D Teaching and Educator Develop Chair: Nick Cooper	Library Seminar Room 4 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	PYA	Check AV equipment PPT running
11:15-12:30	Session 1E Clinical and Practical Skills Chair: Navneet Kandhari	Library Seminar Room 6 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	MV	Check AV equipment PPT running
11:15-12:30	Session 1F Healthcare Improvement Chair: INHWE	Library Seminar Room 7 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	MV	Check AV equipment PPT running

### Wednesday 14 May (2 of 3)

Time	Session	Room	Equipment	Signage	Verific. Time	Staff	Note
12:30-14:00	Lunch Poster viewing	Catering Area Library Atrium	Sandwiches, Pick 'n' mix, Crisps, Whole Fruit Orange juice, Water	Food info labels	12:10	JBW MV	
13:30	Set up Rooms	Library All Venue	Check AV equipment PPT running	Rooms' Names Session Titles, Day 1	n/a	JBW	JBW Ground Floor AP, PYA 2nd Floor
14:00-15:00	Workshop 174 Enhancing Ethical Clinical Practice	Library Presentation Room Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	JBW	Check AV equipment PPT running
14:00-15:00	Workshop 119 Breaking Bias in Medical Education	Library Seminar Room 1/2 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	AP	Check AV equipment PPT running
14:00-15:00	Workshop 202 Supporting educators in medical education	Library Seminar Room 4 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	PYA	Check AV equipment PPT running
14:00-15:00	Workshop 199 Demonstration of the card game WhatThePharma?	Library Seminar Room 6 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	MV	Check AV equipment PPT running
14:00-15:00	Workshop 113 AI-Powered Real-Time Virtual Patients	Library Seminar Room 7 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	MV	Check AV equipment PPT running
14:00-15:00	Workshop 204 How the Academy and the Professional Standards can help	Library Atrium Theatre Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	JBW	Check AV equipment PPT running
15:00	Set up Rooms	Library All Venue	Check AV equipment PPT running	Rooms' Names Session Titles, Day 1	n/a	JBW	JBW Ground Floor AP, PYA 2nd Floor
15:05-16:05	Session 3A Communication Chair: Jacky Hayden	Library Presentation Room Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	JBW	Check AV equipment PPT running
15:05-16:05	Session 3B Person-centredness Approach Chair: Jamie Read	Library Seminar Room 1/2 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	AP	Check AV equipment PPT running
15:05-16:05	Session 3C Healthcare Skills Improvement Chair: INHWE	Library Atrium Theatre Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	JBW	Check AV equipment PPT running
15:05-16:05	Session 3D Innovations in Medical Edu Chair: Navneet Kandhari	Library Seminar Room 4 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	PYA	Check AV equipment PPT running
15:05-16:05	Session 3E Non-clinical Educators Chair: Julie Browne	Library Seminar Room 6 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	MV	Check AV equipment PPT running
15:05-16:05	Session 3F Inclusion, Equity in Medical Edu Chair: Colin Macdougall	Library Seminar Room 7 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	MV	Check AV equipment PPT running

### Wednesday 14 May (3 of 3)

Time	Session	Room	Equipment	Signage	Verific. Time	Staff	Note
16:05-16:30	Refreshment break	Catering Area Library Atrium	Biscuits Coffee, Tea, Water	Food info labels	15:45	JBW MV	MV Remain in the library
16:00	Set up Room	HUB Theatre	Check AV equipment PPT running	Rooms' Names by the door Session Titles, Day 1	n/a	AP PYA	Set Up Awards Ceremony Human Signage
16:40-17:15	Keynote 2 Prof Andrew Dickenson	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	TC JBW	Check AV equipment PPT running
17:15-17:30	AoME Awards Ceremony Honorary Fellowship AoME President	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 1	n/a	TC JBW	Check AV equipment PPT running
17:35-18:30	Reception	HUB Theatre On the Lawns	Pick 'n' mix Wine 5R W20, Juices	Food info labels	17:15	MV	
16:30	Set up Day 2 Check Posters Area	Library All Venue	Check AV equipment Poster Numbers	Rooms' Names Session Titles, Day 2	n/a	MV	Lost & Found Folders on desktop, Day 2
16:30	Registration Desk Close	Registration Area Library Atrium	Boxes	n/a	n/a	MV	

**Thursday 15 May (1 of 2)**

Time	Session	Room	Equipment	Signage	Verific. Time	Staff	Note
08:45-09:00	Technical Check	All Venue Exhibitors' Area	Check AV equipment Check Exhibitors' tables	AoME/INHWE logo	n/a	JBW	n/a
09:00-17:00	Registration Desk Open	Registration Area Libray Atrium	Tables, Chairs Laptops	List of Participants The Cloud Wi-Fi	08:45	JJ AP MV	Bags, Badges, Pens, Flyers Human Signage
09:00-09:45	Posters Set up	Posters Area Libray Atrium	12 Poster Boards Drawing pins	List of Participants Poster Numbers	n/a	JBW	Identify poster presenters Direct to numbered board
09:00-09:45	Presenters' Corner	Registration Area Libray Atrium	Laptops Charger, Plugs	List of Participants	n/a	PYA	Identify oral presenters Presentation check
09:15-09:45	Welcome Coffee	Catering Area Library Atrium	Mini pastries, Whole Fruit Coffee, Tea, Orange juice, Water	Food info labels	09:00	JBW MV	JBW, AP, PYA Remain in the library
09:15-18:00	Footage and video interviews	All Venue	Personal A/V equipment	List of Participants	n/a	DS	
09:30	Set up Room	HUB Theatre	Check AV equipment PPT running	Rooms' Names by the door Session Titles, Day 2	n/a	DS	Human Signage
10:00-10:10	Welcome and Introductions Housekeeping	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	DS TC	Check AV equipment PPT running QR code to vote best poster
10:10-10:50	Keynote 3 Dr Jenny Douglas	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	DS	Check AV equipment PPT running
10:45	Set up Rooms	Library All Venue	Check AV equipment PPT running	Rooms' Names Session Titles, Day 2	n/a	JBW	JBW Ground Floor AP, PYA 2nd Floor
11:05-12:35	Session 4A Learning from Success IPE Chair: INHWE	Library Presentation Room Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	JBW	Check AV equipment PPT running
11:05-12:35	Session 4B Healthcare Improvement Chair: Tom Rourke	Library Seminar Room 1/2 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	AP	Check AV equipment PPT running
11:05-12:35	Session 4C Application of Reflective Pract Chair: Julie Browne	Library Atrium Theatre Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	JBW	Check AV equipment PPT running
11:05-12:35	Session 4D Leadership Chair: Colin Macdougall	Library Seminar Room 4 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	PYA	Check AV equipment PPT running
11:05-12:35	Session 4E Student Learning Experiences Chair: Claire Stocker	Library Seminar Room 6 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	MV	Check AV equipment PPT running

## Thursday 15 May (2 of 2)

Time	Session	Room	Equipment	Signage	Verific. Time	Staff	Note
12:35-14:00	Lunch Poster viewing	Catering Area Library Atrium	Sandwiches, Pick 'n' mix, Crisps, Whole Fruit Orange juice, Water	Food info labels	12:15	JBW MV	
13:45	Set up Rooms	Library Christadoulou All Venue	Check AV equipment PPT running	Rooms' Names Session Titles, Day 1	n/a	JBW MV	MV Ground Floor AP, PYA 2nd Floor JBW Christadoulou
14:00-15:00	Workshop 66 Improving global medical education through VCE	Library Seminar Room 4 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	PYA	IT support need access at 12:30 Check AV equipment PPT running
14:00-15:00	Workshop 203 Curriculum development in a new medical school	Library Presentation Room Ground Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	MV	Check AV equipment PPT running
14:00-15:00	Workshop 130 Creative Reflection in Emergency Medicine Education	Library Seminar Room 6 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	PYA	Check AV equipment PPT running
14:00-15:00	Workshop 167 Exploring the Future Through CARDiph	Library Seminar Room 1/2 Second Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	AP	Check AV equipment PPT running
14:00-15:00	Workshop 205 Off the Scale: Evaluating Your Educational Intervention	Christadoulou CMR11 1st Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	JBW	JBW to gather participants Check AV equipment PPT running
14:00-15:00	Workshop 183 Mark the Games on Your List! Transforming Medical Education	Christadoulou CMR15 1st Floor	Built in PC / Laptop White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	JBW	JBW to gather participants Check AV equipment PPT running
15:00-15:30	Refreshment break	Catering Area Library Atrium	Biscuits Coffee, Tea, Water	Food info labels	14:40	MV	MV Remain in the library
15:15	Set up Room	HUB Theatre	Check AV equipment PPT running	Rooms' Names by the door Session Titles, Day 2	n/a	DS	Human Signage
15:45-16:45	Keynote 4 Panel Discussion Chair: Jacky Hayden	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	DS	Check AV equipment PPT running
16:45-17:00	Closing Remarks AoME President INHWE Director	HUB Theatre	Built in PC / Laptop 2 Microphones White Screen, Projector	Printed Signage by the door Session Titles, Day 2	n/a	TC JBW	Check AV equipment PPT running
15:30	Rooms cleanings	Library All Venue	Delete folders from desktop	Remove rooms' names	n/a	MV	Recycle bins Lost & Found
16:30	Registration Desk Close	Registration Area Libray Atrium	Boxes	n/a	n/a	All	Boxes to AoME office