**BOPMA Conference 2018**

**Venue:**

Toi Ohomai (BOP Polytech), Windermere, Tauranga

**Contact:**

**Nikki Hansen**

**Events and Corporate Activities Coordinator**

**Phone** +64 7 557 8893  **Mobile** +64 21 1645372

**Date:**

Friday, 23rd November

Rooms:

I have logged a job to get you access to the computer in the lab booked below as well as confirmation regarding your other spaces I have confirmed.

H Block

The Atrium

H110 (main lecture theatre)

H237 Computer Lab

H204, H205, H208, H221, H236 and H239 Break out rooms on level 1

Atrium for morning tea and lunch and commercial displays

The nearby lecture theatre H110 for welcome and AGM

Six Seminar rooms Plus One ?? computer lab – all on second floor near atrium

Guest access to wifi to be organised

**Proposed Timetable: to be confirmed**

Arrival and registration: Tea and coffee 9:00 – 9:30

Session 1: 9:30 – 10:30

Morning tea 10:30 – 11:15

Followed by a brief welcome: Adrian, Jim??, CE Toi Ohomai

Session 2: 11:30 – 12:30

Lunch12:30 – 1:30

1:30 – 1:45 ??? AGM Prizes from sponsors??

Session 3: 1:45 – 2:45

**Cost: to be confirmed**

$45 per person. Seminar presenters are at no cost.

**Registration and payment: who does this is to be confirmed**

Please email ……….. with names and numbers before 30th October.

Payment is to be forwarded to the BOPMA Treasurer, Annemarie Denny annemarie.denny@staff.whs.co.nz before 30th October

Cheques can be sent to:

BOPMA

Anne Marie Denny

Whakatane High School

Goulstone Road

Whakatane 3120

Or direct credited to:

02-0488-0075689-00, clearly identifying which school the payment has come from.

**Call for Seminar Presenters: who coordinates this is to be confirmed**

One of the purposes of this day is for practising teachers to share their classroom experience. If you are willing to take a one hour seminar (or know someone who can), please email details to ……….. before 30th September.

Please note that seminar presenters are not required to meet registration cost.

We have already had two expressions of interest:

1. Nicola Petty – she has asked if we can assist with costs

*I know that my presentations at BOPMA are valued and was wondering if there is any chance that BOPMA can help with my costs.*

1. The other I can’t find the email for at the moment! Craig do you have this?

**Needed: theme for the day**

In 2015 we had:

**BOPMA Conference 2015 - *It’s Their Future***



**Food:**

Will be catered for by Toi Ohomai

We will need to ensure that registrations include a request for dietary needs and these are catered for.

Lewis will confirm menu and requirements with Toi Ohomai.

**Decisions needed:**

1. Conference title / theme (if needed??)
2. Outline for the day confirmed – do we need time for AGM?? I assume the CE of Toi Ohomai coming to do a 5 minute talk is OK – it has been pencilled in.
3. Who will contact sponsors / commercial displays
4. Who will do registrations, print off name tags and setup at the start of the day
5. Who will coordinate and chase people to do seminars and collate the booklet for each session.
6. Assisting Nicola Petty with costs.