

March 5 2004

Report: **Logistics**

Penny Waterfield

Logistics Chair and Conference Co-ordinator

As the conference co-ordinator for LeicestHERday 2003 I was looking forward to working the event into a new venue. The head of operations at De Montfort Hall, Phil Giddings, and Emma Adamson were involved from an early stage in the Logistics Committee meetings. It was a huge benefit to have an experienced team who were familiar with the hall logistics, health and safety, and security.



Space was far more limited than we all expected, as De Montfort Hall was not designed specifically for conferences. So we worked as best we could around the challenges presented.

Catering

As all available space had been utilised for other things such as stalls, serving hot food was not an option.

So Paul Oliver of the City Catering team, De Montfort Hall, commissioned Leicester College to create a "grown-up" packed lunch that would be more exciting than sandwiches that would be curled up at the edges before eaten! The takeaway boxed lunches were a bit of an experiment, although feedback has



generally been extremely positive, including enquiries as to who



produced them for future orders! Samworth Bros donated delicious desserts, and jacket potatoes with a choice of fillings were provided by Leicester College at the Twilight Party supper. Teas and coffees as previous years were provided through the Women's Royal Voluntary Service.

Goody Bags

Sarah Brack and Claire Forrest did a fantastic job liaising with local companies for giveaways for the goody bags, with Ruth Ingman co-ordinating special goody bags designed for businesswomen attending the day, a new idea for LeicestHERday.

The Twilight Party also had their own bags with products and information geared towards young people.

Collection of the goodies was co-ordinated by Lisa, Teresa, Elaine and Amanda from Leicester City Council's Craft Women's Guild. Ruth led a team of volunteers putting the goody bags together.

Even though there were over 1,000 bags at the start of the day, by the afternoon they had all been given out!



Teamwork



The day would not have come together if it had not been for the help and support of others.

Hasu Joshi oversaw the crèche. A very busy registrations' desk was looked after by Kam Atka, Stacey Welton, Jean Collins and the Inland Revenue team, along with volunteers from De Montfort University, no mean feat as

nearly 1,000 people passed through the doors. Farhana Nagdi spent hours registering everyone in the lead up to the day. Too many people to mention by name volunteered their time to make the day a success.

Summary

Feedback has been encouraging that the 2004 event appeared even more organised and professional than previous years. There are still areas to improve on for next time, for example having fewer workshops in the auditorium.

So I look forward to helping to achieve an even better event for next year – although I am not sure we will have a

venue that is large enough if we get any bigger!



Many thanks to everyone who helped the day come together.

Logistics Committee:

Penny Waterfield, Elaine Clarke, Phil Giddings, Lisa Hipwell, Hasu Joshi, Teresa Ottey, Stacey Welton