Notes

- Two members of the steering committee are in SA and will attend by videoconference
- A video will be shown – a copy will have to be sent to SA prior to the meeting unless the videoconferencing equipment is of a particularly high standard.
- CV’s for the researchers and writers could be the late paper to be tabled and will be faxed through to SA.

I would assume the copy of the agenda sent to the SA members would be accompanied by a letter outlining the arrangements that have been made for them and where they need to attend and at what time. The marketing video should be included and they could be asked to view it prior to the meeting commencing. Do you want me to write something up?