

IRISH WOMEN'S CONFERENCE OCT '89

1. SPACE:

Booking (Sat or Sun) (how long for)  
no of chairs PA SYSTEM *CROCKERY supplies*  
Signs

2 DISABILITY ACCESS:

Wheelchair ACCESS TO TOILETS, W/shops, exhibitions, etc.  
signers  
Large signs  
Hearing loops  
Taped Material ?  
Volunteers for helpers

3. CRECHE:

Suitable space - how many/ access to toilets/sinks/water  
Equipment + *W DRIVERS*  
co-ordinator  
Entertainment  
Tv & Video  
Booking forms/guidelines to aparents/carers  
First Aid  
Refreshments

4. WORKSHOPS:

Facilitators  
What workshops  
size of workshops - are any to be limited ?  
Aims of w/s  
Minute takers  
Overall co ordinator for w/s'  
Any equipment required eg flip charts, pens, paper, minute books

5. CONFERENCE:

Speakers  
Minute takers AGENDAS AVAILABLE (300)  
Chair & guidelines for chair  
Press person/s  
Vollies on door, giving information, vollen drivers  
General co-ordinator

6 INFORMATION:

Publicity - press release etc  
Poster, design, printing etc.

DISTRIBUTION OF INFORMATION -:

*LESBIAN & GAY GROUP*

women's groups

community groups

publications

bookshops

churches

pubs  
*Travelban sites.*

Radio, Tv

- ① City Limits
- ② Time Out
- ③ Irish Post London Irish News, Irish World
- ④ Irish Times, Independent & Press
- ⑤ Irish News Belfast
- ⑥ Spare Rib, woman, Women's News

POSTER INFO :-> THE VENUE ACCESS TIMES.

TRANSPORT, (speakers?), entertainment, Food, crèche phone nos.

7. STALL: Green Ink?  
 LIWC (charge)?  
 Abortion Support Group  
 London Armagh Group  
 Stop Strip searches  
 Housing Action Group  
 Lesbian Network

8. FOOD:  
 Finance  
 what food?  
 Which caterers or what?  
 refreshments during the day/ evening?  
 CO ORDINATOR

*(Food after conference (esp if on Sunday?)  
 es. sandwiches  
 cold food. → charge separately)*

9. VIDEOS:

10. SECURITY: door people  
 cloakroom?

11. TRANSPORT: drivers  
 van hire  
 old people and disabled

12. ENTERTAINMENT:  
 lunchtime?  
 what sort of entertainment - traditional Irish or what  
 theatre ?

13. FINANCE: Irish Business  
 Em Depts  
 Women's Unit  
 General appeals for donations  
 WHAT CHARGE FOR CONFERENCE?

UNAGED  
 UNWAGED