

## Conference Schedule Friday March 12<sup>th</sup> 2010

The conference Welcome B.B.Q starts at 1900 and runs through to 2100. The BBQ will be hosted by 3 OAK FM Wangaratta. Studio Tours will be conducted.

## Conference Schedule Saturday March 13<sup>th</sup> 2010

Time	Event	Brief Description	Location
0800	Registration		
0900	Official Opening	Official Welcome	Plenary Area
0915	Plenary Session 1	Sponsorship Guidelines	Plenary Area
1015	Morning Tea Break		Trade Area
1100			
1030	Workshop 1	Volunteer Management	Workshop 1
	Workshop 2	Succession Planning	Plenary Area
	Workshop 3	Basic Technical	Workshop 2
1130	Workshop 4	Insurance Workshop	Workshop 2
	Workshop 5	Amrap	Plenary Area
	Workshop 6	Internet Technology	Workshop 1
1230	Lunch Break		Trade Area
1300	SCMA AGM	Annual General Meeting	Plenary Area
1330	Workshop 7	Getting Grants	Plenary Area
	Workshop 8	Voice Production	Workshop 1
	Workshop 9	Multicultural Broadcasting	Workshop 2
	Workshop 10	Technical Trade Forum (Trade Area)	Trade Area
1430	Plenary Session 2	Marketing you station	Plenary Area
1530	Afternoon Tea Break		Trade Area
1600	Plenary session 3	Code of Conduct	Plenary Area
1700	House Keeping		
1710	Trade drinks	Trade Expo area social drinks	Trade Area
1800	Close of Day		
1900	Conference Dinner		

## Conference Schedule Sunday March 14<sup>th</sup> 2010

Time	Event	Brief Description	
0930	Plenary Session 4	Emergency Broadcasting	Plenary Area
1015	Morning Tea Break		Trade Area
1030	Plenary Session 5	PDS	Plenary Area
1115	Plenary Session 6	Getting to know the CBF	Plenary Area

1200	Plenary Session 7	SCMA Information	Plenary Area
1245	Lunch Break		Trade Area
1330	Plenary Session 8	Final Plenary	Plenary Area
1400	Conference ends		

- Please note that workshop presenters list is included in table below

Workshop 1	Volunteer Management	Denise Kuchmar
Workshop 2	Succession Planning	David Wilson
Workshop 3	Basic Technical Knowledge	Michael Mcfeeters
Workshop 4	Insurance and your station	DI Richmond
Workshop 5	Amrap	Chris Johnson
Workshop 6	Internet Technology	Brad Ward
Workshop 7	Getting Grants	Barbra Baxter
Workshop 8	Voice Production	Fatman
Workshop 9	Multicultural Broadcasting	NEMBC
Workshop 10	Trade Technical Forum	Conference Trade Display staff
Plenary 1	Sponsorship Guide Lines	Lachlan Habgood & Steven Atkins
Plenary 2	Marketing your Station	David Wilson
Plenary 3	Code of Conduct	Lachlan Habgood & Steven Atkins
Plenary 4	Emergency Broadcasting	TBA
Plenary 5	Program Distribution System	Michael Mcfeeters
Plenary 6	Getting to know the CBF	John Martin
Plenary 7	SCMA information session	CEO and Board of Management
Plenary 8	Final Plenary	Open Forum

- Please note that workshops or workshop presenters may change without notice due to available resources

## Brief descriptions of workshops and plenary sessions at the 2010 National Regional, Rural and Sub Metro Broadcasters Conference

**Workshop 1:- Volunteer Management** - Denise Kuchmar will present an informative workshop on volunteer management within your station. Subjects such as Keys to good practice, Best practice leadership, Best practice motivation. Dealing with conflict/dealing with stress, Volunteer recruitment, Volunteer orientation, Performance appraisal and Volunteer training will be covered in this session. Presented in an light and easily understandable format

**Workshop 2:- Succession Planning** - Join David Wilson as he takes you through the journey into planning for the future of your station. Succession planning is something we should all be doing but traditionally is down the bottom of the “to do list”. Have some of the confusion and mystery of succession planning unraveled in this workshop. David is a fulltime business coach and speaker. David has conducted several workshops for the SCMA at last year’s conference and the AGM.

**Workshop 3:- Basic Technical** - Michael Mcfeeters will untangle the technical side of Community Radio in a way that keeps it easy to understand and breaks down the technical speak. This workshop is a must for those that need to have a basic knowledge to keep your station on air and to be able to pass on information to the station tech’s.

**Workshop 4:- Insurance and your station** – Insurance is an absolute must for community broadcasters but what insurance do really need what must you have and what else is available. Get all that information and more at this workshop with Di Richmond

**Workshop 5:- AMRAP** - Chris Johnson from the AMRAP project will get you up to speed on what is available to your station from AMRAP he will also speak about how each broadcaster can get heaps of Australian Music to broadcast for free with Amrap's AirIT service. How stations can apply for Amrap grants and interesting ways to run your station's music library for free!"

**Workshop 6:- Internet Technology** – Brad Ward is reasonably new to the SCMA but has already been involved in the redevelopment of the SCMA website and remains as the SCMA webmaster. Brad also owns his own internet technology business and web design business. Join him to find out just what the Internet has to offer your station including the benefits of social networking and radio and how to make extra sponsorship dollars using your website.

**Workshop 7:- Getting Grants** – Get all the information you need to chase and receive grants, Increase your understanding of the process for grant distribution, grant availability and Grant diversity within the CBF.

**Workshop 8:- Voice Production** – Join the legendary Fatman for a one hour session on voice production. Get the trick of the trade and the secrets to better voice production.

**Workshop 9:- Multicultural Broadcasting** – Is a strong part of the community Broadcasting Sector. This workshop will provide you with information on multicultural broadcasting in an open and frank discussion format.

.

**Workshop 10:- Trade Technical Forum** - Join the people who man the trade displays at the conference for a frank and open discussion on technology past, present and future. A great opportunity to find out some of the tricks of the trade and the most effective way to get things done. This forum has been a huge success at every conference for the past 5 years and is now a permanent addition to all future conferences. **This year this workshop will be held in the trade display area.**

**Plenary 1:- Sponsorship Guidelines** – There has been much confusion and misunderstanding over the past years in regard to this topic. Join the ACMA for an informative and I am cure clarification on Sponsorship Guidelines what they are how they effect you and your station and what the future holds. There will also be a Q & A Session on this topic at the end of the session.

**Plenary 2: - Marketing your Station** – David Wilson Business Coach will speak about the ways and means of getting your Brand i.e. your station recognised within your community. Learn how to increase your listenership attract new members and much more simply by having a good marketing strategy in place for your station.

**Plenary 3: - Code of Conduct** – Join the ACMA for a discussion on the code of conduct for Community Broadcasting. It is vital that your station is up to speed on the code and is acting upon it. This session will give you a better understanding of the code it's requirements and what your station need to do to comply.

**Plenary 4:- Emergency Broadcasting** - Here is an opportunity to find out what has been happening in the development of the Victorian pilot project and the future development of emergency broadcasting within in our sector.

**Plenary 5:- Program Distribution System** - Join Michael Mcfeeters as he runs through the operation updating and versatility of the Program Distribution system. Discover the huge advantage this system will give your station and the diversity and capabilities of what is a great work tool for your station.

**Plenary 6:- Getting to know the CBF** - The CBF can help your stations in so many ways. There is far more to the CBF than most stations realise. Here is a great opportunity to meet and better understand the CBF its services and its staff

**Plenary 7: - SCMA information session** – Join The President and CEO of the association as they report update and inform you about the achievements, developments and the future of the Southern Community Media Association

**Plenary 8: – Final Plenary** – This is an open forum allowing the delegates who have attended the conference to express their concerns, put motions to the conference and openly discusses issues within community broadcasting.