

Minutes of Meeting

Nottingham Malaysian Society





NOTTINGHAM MALAYSIAN SOCIETY UNIVERSITY OF NOTTINGHAM



Minutes 8- 071009

Date: 07/10/2009

Time: 1730 to 2100

Venue: 30, Beeston Road, Dunkirk.

Present: Puan Azimah(MSD), Fiqry, Amira, Joanne, Izreena, Suhaila, Liyana, Khaidir, Desmond.

Agenda: NMG 2009

Things discussed with Puan Azimah:

1. Parking at East Midlands conference. Security will usher with special vest.
2. Registration.
3. Opening ceremony.
4. Arrival of VIPs 8.30am. **Fiqry**- usher minister from hotel. Must know when they arrive. That night, briefing to the minister and VIP. **Izreena** will be the one Puan Azimah refers. Parking must be allocated for minister and VIPs. Briefing to drivers as well (**Khaidir**: get the drivers' contact no-in case if got some delays). Waiting room: seminar room. Uni delegates: Ppl from International Office. Invite them to eat and usher for opening ceremony.
5. Lagu negaraku. Stage manager. Video will be forwarded to Pn Azimah by end of this week (**PIC: Yna**). Stress more on protocol. Souvenirs to VIPs. **Izreena**- Ask uni if they're going to give any souvenirs to ministers.
6. Dispersion to all venues.
7. Issue of discipline. Dressing code. Talking while minister is talking. Will be controlled by security (**PIC-Desmond**). Make sure ppl in front are wearing proper sport attire.
8. Ushering minister to all sport venues. **QM** will brief about the sports.
9. Portland. Malaysian Food Festival. Coupon system.
10. Raining-umbrellas (**Suhaila**).
11. Somebody needs to be in the cars accompanying the driver. Make sure tell the driver. Story board for the driver. (**Khaidir**)
12. Portland-show food stalls. **Suhaila** must be the one making sure everyone in food stalls acknowledging the minister.



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13. Lunch-20 to 30 places for VIPs. Additional ppl around 10 from university delegates. Appropriately, minister should give sth back to uni as token of appreciation. (Mira)
14. Lunch programme-starts at 12pm. Performance by Nusantara. Sustaining Youth involvement in Sport. This information has to be relayed to Helen. London- host of Olympic so relevant to talk about youth and sport on uni side. (Mira)
15. After 3.30, minister can go back. Giving away prizes-En. Nazri.
16. Invitation to Malaysian societies. Forward to Pn. Azimah. (Izreena)
17. Copy of speech to Pn Azimah
18. RSVP one week before Notts Games.
19. Documentation. Camera.
20. Make detailed report on Notts Games. Short press release of our event.
21. Report ringkas to newspaper.
22. Invite:
 - Puan Haliza Hashim-Doyle-Correspondent TV3 Malaysia.
 - Request for running text RTM-Abu Bakar Ab Rahim.
 - Puan Azimah

