**Task list 13th April 2018**

Update the timetable on website and in slide package

Prepare conference pack and virtual conference pack

Buy postcards and stamps

Print name badges and wifi access codes (tough luck for late registrants)

Prepare key note lecture AGGHHHHHH!!!!!

Prepare warm-up exercises

dietary requirements?

~~Role cheat sheets/handbooks chair/co-chair/rapporteur~~

~~Wiki~~

Housekeeping talk

Prepare signs

Abrisszettel

Meetings with Stéphane ~~and Héloise~~