

Plan for Peer Learning Event

- Date: 28th November
- Time: 1030-1430
- Room: S0.123 plus break out area

Objective

- Share project materials with internal and external colleagues and demonstrate how best to deliver the resources.

Format of Event: Presentation + Showcase of materials

- Event Presentation – Sarah Higgins-Rollo

Showcase Stands

- Learning and Teaching Resources – Jane Muir
- Comparative Study and Literature Review – Margaret McCracken
- Website and Evaluation – Lisa Hachemi
- Application Demonstration – Robin Young

Schedule for the Event

10.30: Registration and Coffee

11.00: Welcome and Project Introduction

11.30: Memory Media Presentation and Showcase

- Literature Search
- Comparative Study
- Learning and Teaching Resources
- Digital “Life Story Application”
- Website & Project Evaluation

14.00: Networking Lunch

- Identify opportunities for dissemination and collaboration

14.30: Guest Depart

Task List

Task	Assigned To	Date to be completed
Prepare presentation	Sarah	25 th November
Print out materials	Lisa	26 th November
Set up showcase	Margaret/Jane/Robin	28 th November
Set up digital health equipment	All	28 th November
Order hospitality	Lisa	20 th November
Delegate packs/sign in sheets	Lisa	26 th November
Send out invitations	Sarah	14 th November
Book room	Sarah	14 th November