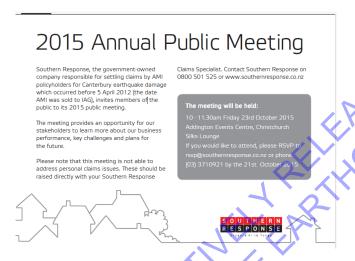


## ANNUAL MEETING EVENT APPROACH

23 October 2015 10 a.m.-11.30 a.m.

### **Advertising**

- website Advertising will feature in The Press (public notice section) on 8, 13, 15, 20 October and in The Star on 9, 16 October
- The ad has also been placed as a news item on the Southern Response website



#### Venue

- Silks Lounge, Addington Events Centre, Christchurch
- Free parking available
- Map: http://www.addington.co.nz/about-us-section/location-map/

### Room layout

- Layout will cater for approx. 150 attendees (tbc via RSVP's), theatre seating style
- Board and CE will be positioned on the raised stage
- A lectern will be on the stage beside the Board table, with a microphone and table at the same height for the presenter to view the presentation
- A large screen will be utilised to showcase the presentation to the left of the stage
- Staff, industry representatives and attendees will all be invited to sit in the main seating area

## Security

- First Security will be providing four security guards (one in uniform and three in plain clothes)
- Guards will be briefed prior to the attendees arriving

- Two guards in plain clothes will be stationed in the front row of seating, one at the sign in desk and one uniformed guard on the ground level front entrance
- A coat check will be provided to ensure no large items are carried into room.

# Agenda

Time	Action	By whom
08.30a.m. – 9.00a.m.	Board briefing	Linda Falwasser
07.30a.m. – 9.30a.m.	Venue set-up – 22 <sup>nd</sup> October pack-in by Shipleys	Communication Team
08.30a.m. – 09.00a.m.	Security briefing	Linda Falwasser
09.30a.m.	Doors open, guests start arriving	Communication Team
10.00a.m.	Annual Meeting commences	All
	Meeting opening	Ross Butler, Chairman
	<ul> <li>Housekeeping – exits, toilets, earthquake instructions</li> </ul>	
	Welcome and introductions	
	<ul><li>Purpose of meeting</li><li>Outline agenda</li></ul>	
	<ul> <li>Questions at the end – roaming microphone</li> </ul>	
	will be brought to those asking the questions	
	<ul> <li>Invitation to join the Board and staff for afternoon tea</li> </ul>	
	Ricko	
10.00a.m. – 11.30a.m.	Presentation content	Ross Butler and Peter Rose
11.00a.m. – 11.30a.m.	Questions from the floor	Ross Butler to address and direct responses
11.30a.m. – 12.00p.m.	Meeting concludes and attendees are invited to join the Board and staff for refreshments	Ross Butler
11.40a.m – 11.50a.m.	Media conference	Ross Butler
		Peter Rose
		Linda Falwasser
12.00p.m.	Event ends	Centre Management

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# Spokespersons for questions from the floor

- Peter Rose, Chief Executive Progress
- Anne Urlwin, Deputy Chairman Crown support, finances
- Finity Consulting Valuation
- Arrow Technical Director Quality, technical
- Arrow Project Director Arrow International

### Media

 A personal invite will be extended to targeted media personnel by the Communication Manager to attend the annual meeting and exclusive media conference.
 To include:

- o The Press –
- o Radio New Zealand -
- Newstalk ZB Canterbury Mornings Journalist
- Exclusive media conference will be held directly after the annual meeting concludes. Media will have 10 minutes to interview Ross Butler and Peter Rose, with Linda Falwasser as media liaison.
- Media will be supplied with packs containing:
  - Annual Report
  - o Online link to Annual Report and Financial Statements
  - Fact sheet
  - Recent progress statistics
  - From Here To Home and Shared Property booklets
  - USB stick of images including; build progress, ROVER, profile photos of Chair and CE

## Supporting information for the Board, CE and Staff

 Internal Q&As and fact sheet will be prepared and distributed prior to the meeting, for ease of reference for any enquiries during the meeting

## Release of the Annual Report

- Mail out to key stakeholders and industry leaders has been completed
- Annual report and financial statements are available on the Southern Response website
- Annual report and financial statements will be available at the meeting for attendees, along with copies of our From Here To Home and Shared Property booklets

### Risk management plan

A risk management plan has been developed in conjunction with Ideas Shop to complement the
event approach and to mitigate any potential risks. This would commence directly after the Annual
Meeting concludes if issues arise.

