



**AGM Programme – Saturday 12 August – Sunday 13 August 2023**

**Grand Central Hotel, 9-15 Bedford St, Belfast BT2 7FF**

**All onsite In the Blackstaff or Farset Rooms, or remotely, except for the Quiz**

**Saturday, 12 August:**

Doors open

**09:00 – 10:00**

**Mix & Mingle**

**10:00 – 11:30**

**Befriending Performance Anxiety with Xenia Pestova Bennett**



Practical Tips for Performers of All Levels.  
(This will be recorded and available for members only.)

**11:30 – 11:45**

Break

**11:45 – 13:00**

**Preparing and conducting QRRs.**



**QRR2 – QRR4.**

Last time’s candidates were extremely close to passing that elusive QRR4. Why not make this year the time to be the first to pass? See the Bugle for details of practising and pricing.

**13:00 – 14:30**

**Lunch**

**14:30 – 15:45**

**AGM.** Onsite and remote via **zoom**  
See separate Notice for details.

**15:45 – 16:00**

Break

**16:00 – 17:00**

**Depositions:** The basics with  Leah Willersdorf.

In this seminar, Leah will educate the membership on the basics of US depositions taken both in the European region and beyond. She will go through topics such as: stipulations; “strike that”; exhibits; objections; admonitions; dealing with

interpreters and attorneys; travelling for depositions; transcript formats; and will also provide a glossary of deposition-specific terminology.

**17:00 -17:15**

Break

**17:15 – 18:30**  
Onsite only

**Quiz with Melanie Ball.**



Prizes: £50, £30 and £15 Amazon voucher.

**19:00 – 21:00**

**Dinner** in hotel or outside.

**Sunday, 13 August:**  
Doors open **8:00 – 9:00**

**Mix & Mingle**

**9:00 – 10:00**

**Dictionary maintenance and writing short** with Georgina Ford, (round table discussion).



Learn how to manage dictionaries, remove problem entries, resolve conflicts efficiently and free up old entries that can be repurposed for the way you write today. Incorporate phrase family principles to shorten writing thus increasing accuracy and speed.

**10:00 – 10:15**

Break

**10:15 – 11:15**

**CASE Tech 101 (Part 1)** with



Alan Bell and

contributions from people in the know, (round table discussion).

## **RealCase Catalyst – Realtiming with RealTeam**

### **Aims:**

1. Preparing for a new case
2. Connection protocols
3. Best practices for ensuring trouble-free realtime
4. How does Realteam work?
5. So now we're finished, what do I do?

### **1. Prep(aring) for your next job**

Locating, downloading and using documents to work with Case Prep

Referring specifically to Opus2 documents platform, but also more generally

### 2. How to connect to realtime platforms

Specifically, connecting to Opus2, but also more generally, and using CaseViewNet to provide your own realtime  
How to maintain a good connection and how to ensure Audiosync keeps working

### 3. Connecting with editors/scopists using RealTeam

Contacts list (referring to using different computers and the issues that can cause)

When to invite – performing audio checks

When should editors begin working?

### 4. Procedures on finishing the session in court/hearing room

How to disconnect without causing a crash in Case

Handing over to editors.

**10:15 – 11:15**

**Eclipse Tech 101** (Part 1) with Georgina Ford



and

contributions from people in the know, (round table discussion).

Identify common, everyday knowledge gaps reporters have in their software and learn the solution.

**11:15 – 11:30**

Break

**11:30 – 12:30**

**CASE Tech 101** (Part 2) with Alan Bell



and

contributions from people in the know, (round table discussion)

## **Oh man, how do I write all these words?**

### Aims:

1. Preparing a new job dictionary
2. Don't panic!
3. Tricks and tips
4. Is this in your dix?

### 1. How does dictionary prep work for you?

Using a new wordlist or glossary provided by previous teams

How big should my dictionary be?

## 2. How to cope on the spot

Fix on the most memorable/notable part of a word or name  
Troublesome phrases

## 3. Tricks for preparing dictionary entries

Case number and name – using this to help you when it's reeled off at high speed  
Technical language and chemical formulae  
Tricks for numbers  
How to cope with impromptu new words  
Protocol for editors – to define or not to define, that is the question?  
Speaker definition

## 4. What works best for you to help remember new strokes on the fly

Personal rules for shortforms – syllables  
Coping with syllable order that doesn't fit the keyboard  
Quiz/game using some problem words/names

**11:30 – 12:30**

**Eclipse Tech 101 (Part 2) Connection Magic editing with**



Georgina Ford and contributions from people in the know, (round table discussion).

How to connect a RealTeam/Connection Magic session with a scopist and learn how to troubleshoot some of the issues that arise when working in this way.

**12:30- 1:30**

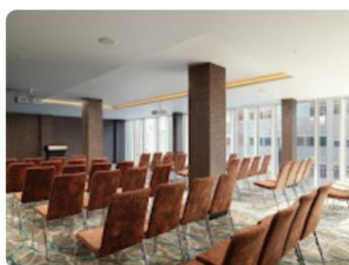
**Lunch** and finish

Free afternoon

**6:30 – late**

**Dinner** – in hotel or out for people who are staying the extra night.

CPD will be awarded by BIVR CEUs may be available from NCRA.



## RATE CARD BIVR AGM/WORKSHOP WEEKEND 2023

Saturday, 12 August – Sunday 13 August 2023

Due to the ongoing cost-of-living crisis and travel costs, we are offering an inclusive price for the whole weekend covering all the workshops and subsequent downloadable webinars, though please note that the AGM is free. For members. Just let me know you are attending that so I may send the remote link. The cost is the same whether onsite or remote.

Members: £75

Students: £30

Retired members: Free

Non-members: £90

If you have not booked for the weekend, webinars for on-demand viewing after the event will be £15 per webinar for Members; £10 per webinar for Students and £20 per webinar for non-members. Please note that not all workshops may be recorded and available for non-members.

QRR examinations:

QRR2 – 180 – 200 wpm

QRR3 – 200 – 220 wpm

QRR4 – 220 – 240 wpm

These are available (for BIVR members only) for both onsite and remote candidates, via pre-recorded dictation which will be sent to you just prior to the commencement of the test. We will invigilate by asking you to keep your webcam on (but your audio off) for the duration of the test.

The price is £50 per test but if you wish to undertake and submit a second test for marking, £45 per subsequent test submitted.

There is plenty of dictation practice on the BIVR website for members.

<https://bivr.org.uk/resources/speedbuilding/> (you may need to be logged-in to access this.)

Preferred payment is via Bacs:

Cater Allen Private Bank.

Sort Code 16-57-10

Account No: 32972430

British Institute of Verbatim Reporters

Please let me know if you wish me to send you a PayPal invoice. Sec.

## ACCOMMODATION



Grand Central Hotel,  
9-15 Bedford Street,  
Belfast,  
BT2 7FF.

There may still be some rooms left at our special rate!

B&B at £135 single occupancy, or £150 double occupancy.

Contact Aine Kelly,

Events Co-ordinator  
[conf2@gch.hastingshotels.com](mailto:conf2@gch.hastingshotels.com)

Or 028 9590 8909 Ext 476011 to book your overnight stay.



Please also let me know that you have booked. Sec.