**Meeting with Marisa, Catarina and Pedro from DEI**

**About Speakers:**

* Ask about the speakers’ costs of travel, accommodation, etc. It should be clear that this is a student-organized event, free of charge, otherwise, they will start making demands. Trying to get them to come for free, appealing to the goodwill

**About Sponsors:**

* It is urgent for the sponsors' team to talk to the event centre, as FEUP only issues invoices if there are documents from the companies
* Know whether invoices should be issued in 2022 or 2023, according to the wishes of the invited companies
* Ask the sponsors how many people are coming, because of the lunch

**About Last2Ticket:**

* See existing Last2Ticket packages in FEUP, which may have free events that we can take advantage of, instead of purchasing a new one (also ask the FEUP event centre)
* Talk to Last2Ticket to open registration for the event in January, with a 1-month plan
* The legal entity responsible for invoicing is no problem, it will be FEUP
* 2 separate invoices: one for the cost of the service, and then FEUP issues an invoice to receive the money from catering tickets
* Be careful with registration spaces, because one ticket for the morning and one for the afternoon may count as two registrations, and we must not surpass the limit of 500 registrations

**About Catering/Coffee Break:**

* Ask the catering company how far in advance we have to close the registrations, since, because of the lunches, they may want to close the paid tickets earlier, and the free ones can be extended
* The idea is for the event team and the speakers/sponsors not to pay for lunch
* We are responsible for registering people from the companies in the event (lunch included)
* The coffee break and catering should be under the auditorium, which makes more sense and is more practical

**About Parallel Events:**

* We can book room I003 right away, which would be free of charge

**Other topics:**

* Parking is free, as the gates are open on Saturdays
* Send invitations to the department director, course director, etc.