

## OE3C Meeting #3 Agenda January 19<sup>th</sup>, 2016

### 1. Conference Timeline

- a. Conference Date: Thursday May 5<sup>th</sup>-Saturday May 7<sup>th</sup>
- b. Conference Capacity:
  - i. Based on York Structure:
    - 1. 80 talks – 40 talks/day, split into 2 morning/afternoon concurrent sessions
    - 2. 25 Posters
  - ii. At Guelph :
    - 1. 64 talks
    - 2. 32 posters
  - iii. For us:
    - 1. 80 talks
    - 2. Limit poster number at?
- c. Important Upcoming Milestones:
  - i. Week of Jan 18 – ‘Save the Date’ Poster Sent Out
  - ii. Week of Jan 25 – Payment service set up
  - iii. Week of Feb 8 or 22 – Open Registration / ‘Registration Open’ Poster Sent out / 1-week prior send out reminder to schools
    - 1. Do we want to open registration before/after/during reading week?
    - 2. Contingent on promotional materials
  - iv. April 16 or 23 – Close registration
  - v. April 25 – Food/drink orders placed
  - vi. April 30 – PDF of conference package sent to participants
- d. Committee Participation in the Conference:
  - i. How many of you think you will want to present?
  - ii. No award eligibility

### 2. Remaining “Tasks” Document

- a. Discuss briefly the remaining tasks
- b. Review this again following the meeting:
  - i. Anything missing?
  - ii. **Actionable\*** Please develop a “game plan”

### 3. Committee Updates / Where We're At

- a. Treasurer: Rowshyra
  - i. Budget updates
  - ii. Cost for conference attendees:
    - 1. Early Bird Rate (Student / Student + Room / Faculty / Faculty + Room)
      - a. When will the early bird deadline be?
    - 2. Post Early Bird Rates (Student / Student + Room / Faculty / Faculty + Room)
- b. Promotional Materials: Amardeep (Costs)
  - i. Things we will give them:
    - 1. Lanyards
    - 2. Bags
  - ii. Things we will make them buy @registration and @conference:
    - 1. T-shirts
    - 2. Mugs
  - iii. Where will we get this stuff from?
  - iv. When should we order it by?
- c. IT Team
  - i. Website / Social Media
    - 1. Any information you need from other committee to add to it?
    - 2. Had U of T gotten back to you about hosting?
  - ii. Website
    - 1. **Actionable\*** Everyone take a look at the website after the meeting and if you have suggestions let the IT team know
  - iii. Payment Services / Registration:
    - 1. Paypal - Decided
    - 2. Abstracts sent to Gmail account
    - 3. How will we:
      - a. Manage Funds
      - b. Manage Numbers/event contact info
      - c. Manage additional purchases of promotional materials

- d. Programming and Communications Team
    - i. Save the date poster / departmental contacts:
      - 1. Ready to notify this week?
    - ii. Venue Logistics
      - 1. Poster boards
      - 2. Caretaking services
    - iii. Conference Program Package
      - 1. **Actionable** \* Begin thinking of information you will need from other committees to put this together
  - e. Fundraising and Sponsorship Team
    - i. Any answers back?
  - f. Plenary Speaker Team
    - i. All speakers confirmed!
    - ii. Thoughts on content for Science Comm talk
    - iii. Planning out expenses/travel for speakers
  - g. Social Team: Charlotte
    - i. Prenup Pub Social
      - 1. Cost for drink tickets
      - 2. Amardeep's thoughts on moving this event
    - ii. Tickets to the ROM
4. Other:
- a. Final thoughts / ideas / things we missed