

OE3C Meeting #3 Agenda
January 19th, 2016

1. Conference Timeline

- a. Conference Date: Thursday May 5th-Saturday May 7th
- 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 over two days, 2 concurrent
 - a. 3 concurrent? If necessary (see registration)
 - 2. cap number of posters as size of atrium
 - a. find out cost, size, and source of poster boards (**Daniel** tasked)
 - b. what size poster do we want?
 - i. portrait (EEB standard)?
 - ii. to accommodate pre-made posters, we will decide on maximum dimensions
 - 3. lightning talks - one session, first day (start us off)
 - a. 5 minutes, 3mins for Qs, 4 slides → next slides during Qs
- 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** – **Open Registration**
 - 1. **we want to open registration *before* reading week**
 - 2. **Contingent on promotional materials**
 - 3. **One form on the website for registration incl. abstract, contact info and paypal button (sent to our email)**
 - 4. **How will we manage gmail account?**
 - a. **subject line keywords will sort into email folder**
 - b. **Ken** will supervise
 - c. You can link your gmail to the group email address if you want notifications
 - iv. April **16** – **Close registration**
 - 1. **‘Registration closed’ poster and date posted on website**
 - v. April 25 – Food/drink orders placed
 - vi. April 30 – PDF of conference package sent to participants

- d. Committee Participation in the Conference:
 - i. Will the committee get free registration (to present)?
 - 1. extra \$1000 cost from budget (90\$/person)
 - 2. free to just attend
 - ii. No award eligibility for committee

2. Committee Updates / Where We're At

a. Treasurer: Rowshyra

- i. How much for travelling speakers?
- ii. How much for attendees?
 - 1. \$93/student+postdoc → earlybird
 - 2. Regular
 - a. March 21st
 - b. \$100+fees
 - 3. 115\$/faculty
 - 4. beds
 - a. 40 double for 60\$
 - b. 50 single for 43\$ (+tax?)
 - c. booked by march 1st → Ken will extend deadline to march 21st
 - d. tell them in the registration email where to book a room
 - 5. +Tax?
- iii. Hart house grant: 200-1000\$
 - 1. Are we affiliated with EGSA?
 - a. Yes
 - 2. connection to 'hart-house vision'
 - a. "awakening" of young scientists, "providing the spark", broaden the definition of science **Mac**
- iv. get reimbursements for expenses as they come up
 - 1. One person per committee in charge of costs
 - 2. keep receipts, scan, give hard copies to Row, invoices

b. Programming and Communications Team

- i. Save the date poster / departmental contacts: done
- ii. Venues: booked

c. Fundraising and Sponsorship Team

- i. don't forget to put sponsors onto poster, will be sent as a reminder email
- ii. no answers, keep trying, poke DON

d. IT Team

i. Website

- 1. make sure the website is good
- 2. form for abstract submission length: 200 words

3. what do you need for the conference package from other people?

e . Promotional Materials: Amardeep (Costs)

- i. Things we will give them:
 1. Lanyards
 - a. buy online in bulk → Viviana
 2. Bags
 - a. same from EEB swag
- ii. Things we will make them buy @registration and @conference:
 1. T-shirts
 - a. How cost depends on size of order. currently 20\$/each, can we find 7-8\$?
 - b. coordinators have different colour: baseball
 2. No Mugs
 3. need two weeks advance for shipping

f. Plenary Speaker Team

- i. All speakers confirmed!
- ii. what should the science communication talk look like
 1. her backstory
 2. what a typical day in her life is
 3. her thoughts on the role of science communication b/w policy and research and writing
 4. what researchers can do
 5. a toolkit for effective communication
- iii. send blurb about speaker to website team
- iv. Plenary speakers meeting with people at UofT the thursday afternoon
- v. How long?
 1. 50min :10min Qs
- vi. Planning out expenses/travel for speakers
 1. Whatever they prefer (we would prefer a lump sum)

g. Social Team: Charlotte

i. GSU Social - Thursday

1. meeting points and intensive map to GSU
2. facilitate conversation at meet and greet with powerpoint introduction slide
 - a. send an email before conference to get slides from attendees

ii. ROM - Friday

1. poster session 1hr30 long, so start at 530pm, ROM entrance closes at 8pm

3. \$15 entrance, \$6 tickets
4. Not 100% occurring (will double check)

3. Other:

- a. Final thoughts / ideas / things we missed

ask attendees to enter keywords on their project upon registration

book a couple days before the conference time off in case

conference package: what to do in toronto? how to take the TTC? restaurants, major attractions, kensington/Chinatown

not for the plenary speakers

feeding them breakfast lunch, 2 days, two coffee-breaks

faculty judge posters: 3 faculty (but more open)

we judge talks

thank you package: \$50

tea, chocolate, a tote

session moderator, judging (faculty)

Next meeting: in two months

Newsletter every so often, so send all updates to **felix**