

Remaining Committee Tasks

Jan 2016

Treasurer

1. Continue to manage funds
2. Ensure we stay on budget
3. Hart House Grant

Programming and Communications Coordinators

1. Save the date poster
2. Call for registration poster
3. Contact various departments leading up to closing of registration
4. Manage venue and accommodations for students
5. Manage incoming abstract submissions for posters and talks
 - a. Ensuring proper formatting, word requirements met
 - b. Collate abstracts into one document
6. Creation of conference program package
 - a. Requires gathering information from other committees
 - b. Group abstracts into talk sessions
7. Conference bags for attendees:
 - a. Co-ordinate with fundraising and Amardeep
8. Conference nametags

Plenary Co-ordination Team

1. Organize plenary speaker travel expenses
 - a. Confirm accomadations, travel mode, and days they will be present for
2. Write-up blurbs/information paragraphs for each speaker (to be used on website, in program package, and for introductions)
3. Organize their schedules (ie: do they want to meet with people at U of T, or with students)

Social Committee

1. Plan evening social
2. Put together information for the plenary package about things to do/see/eat around the campus
3. Order food for the conference (items have already been selected for budget, order just needs to be placed)
4. Investigate potential to acquire complimentary tickets to the ROM for conference bags

Fundraising

1. Contact sponsors
2. Goal of 6K

IT/Communications Team

1. Website, twitter, instagram development
2. Payment service
3. Compile contact information for conference attendees as they register

Other jobs:

1. Promotional materials for conference
2. Registration Team (register individuals, give out program packages, collect outstanding fees, sell merchandise at breaks)
3. Session Moderators
4. Poster/talk judges