

## OE3C Meeting #1 Agenda

September 30, 2015

### 1. *Introductions and discussion of position duties:*

*Treasurer:* budget, how to apply for funding, managing bank account w/ Deep.

*Programming Coord:* collating submission, layout, food/coffee/accommodation

*Fundraising:* get the money, there is a list of sponsors from EEB and last years.

*Secretary:* writes things, emailing

*Plenary:* plenary speakers (how many, who, from where?) communicating with them

*IT:* Twitter, Graphic Design, Facebook

*Social Events* (Charlotte, Felix): Integration and Fun (eg CN tower, Aquarium, something fun and social and drinking)

### 2. *Rough month by month plan*

#### a. October:

##### i. *Date*

Last year: May 13-15th

Book two-week block for planning: May 2-6, and 9-13th

Hold Conference over the weekend: thr, fr, sat? + a daytrip on sunday?

3 days in first 2 weeks of may that don't conflict with other big conferences so lots of people can come.

Social at the ROM? → **Charlotte Tasked**

Is it too expensive?

At CREE there were free tickets for the ROM

##### ii. *Venue/Accommodations Ideas*

Need a venue for holding conference and talks + accommodation for visiting students

St George campus: *historic* vs modern: do not limit to EEB buildings

2 concurrent sessions (2-3 rooms at the same time, same bldg?)

last year: 200 ppl expectation

Requires 150 seat rooms

Requires an Atrium for snack time

University College → East and West hall

Hart House (flat rooms and no atrium)

Victoria College (looks like a 'Castle', 'Church', other medieval allusions) → Flat, close

Alumni hall

Modern (eg. Koffler, Pharmacy? Commerce?) for talks, nice historic bldg for posters (HART?), social in historic bldg

→ **Programming and Communication team tasked with contacting UofT office of space management** (what we have access to book), you can look in these rooms

iii. *Plenary Speakers*

in the past: 5 plenary speakers in 3 days in different fields: 1 evening, (1 morning and 1 evening) x2  
4 → cut the first opening night speaker. (social instead because first night is usually poorly attended)

3 speakers for each of Ecology, Ethology, and Evolution, and a science communicator (voted, department as fall back),  
not necessarily in an academic position (eg. Bob McDonald)

**Plenary team: list of potential candidates of speakers.**

multiple options so that we have lots to fall back on once we start communicating  
scope of locality: ontario? last year was not confined. eg. UCDavis (probs within N.America).

We can use someone within the department

Don't overlap with Atwood Colloquium. → long list forwarded, but short list no overlap (Mitch)

Span a range of career stages, diversity mindful

Departmental speaker not at CREE (eg. not Nicole)

iv. *Fundraising*

Potential sponsors:

Hardware: eg. GIS, things that we interact with

The university (VP of Research/Academics), SGS

Monetary or Food-stuffs? Both! Awards? Yes!

Contact eg. Fisher-Scientific, for gift certificate or gift baskets (maybe just mugs... but still...)

MEC \$hundydolla certificates.

Local eco-friendly restaurant to partner and sponsor our meals.

Journals and publication houses.

Toronto entomology society (yay, talks about butterfly collections).

Monsanto (Ken says no)

**Fundraising team come up with a list of potential fundraisers** by next meeting (send any ideas to them) (can start contactin earlier if it is ready and chat with John).

What do we offer sponsors:

advertiser room, program, online, booths (coffee breaks, lunch breaks, poster session?)

v. *Logo*

**Social media team come up with a logo** → Viviana or Molly

logo represents three main Es (ecology, ethology, and evolution)

think about what social media (twitter and a website, and instagram, and facebook)

building a website

How is registration done? google form (last year through email, paid online -eventbrite)

coordinating submissions? → button to registration on website

b. January:

- i. Hotel/Venue Booked for speakers and accommodation for guest (residence, close to presentation rooms).

How many people need accomodation (live in GTA - GOBus)? reserve 80

- ii. Website operational

### 3. Shared Files

- b. All old files:

<https://www.dropbox.com/sh/fkwe78ycpsgp2ts/AAApCsT1hLAp4xRdORhdInFZa?n=117897697>

**Look through the old files of exit reports (York exit reports currently missing)**

Let's switch to Google Drive: email for the conference ([OE3C2016@gmail.com](mailto:OE3C2016@gmail.com) ?)

Will be organized so that each committee will have its own folder

### 4. Homework:

- a. Exit Reports
- b. OE3C Email
- c. Shared Contact List

### 5. Bonus

For registration email presenters at CREE (list from Bill Cole, or Aneil Agrawal). and NSERC-USRA students, Undergrad association, BIO488 students

RECRUIT Volunteers. RECRUIT. RECRUIT.

Snacks in the future, could've baked something, Money for food?

Next Meeting: after nov 10th

Email other departments as soon as we have logo and date and email address

Amardeep didn't do his duties, he is arguably a bad person for this reason.