# OE3C2016 Gameplan & Remaining Committee Tasks

## April 9th, 2016

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1) **Update/Pre-Registration Closure Tasks:** As of April 8th, 2016 we have a total of 90 people registered for OE3C 2016. The breakdown is as follows: 50 full talks, 19 lightning talks, and 19 posters. There is still **1 WEEK** left for people to register (**registration closes April 16th, 2016**), so lets use this time to promote the conference.
    a) *Tasks:*
        i) **Programming & Communications**: Send out one final round of emails. Ideally **Monday April 11th, 2016**.
        ii) **Catherine/Cylita:** Tweet to universities all week
        iii) **Nishant:** Promote on Facebook to student associations all week

2) **Tentative Event Schedule:** Helen has suggested that we put up a tentative schedule on the website so that people know roughly when events start / end. Amardeep and I have drawn up a rough schedule based on previous years. Once we have final registration numbers we can update this appropriately:

    *Thursday May 5th, 2016:*
    6:30-7:30pm – Registration @ the GSU
    7:30-11:00pm – Evening Social @GSU

    *Friday May 6th, 2016:*
    7:15-8:15am – Registration @ Bahen
    8:15-8:30am – Opening Remarks and Welcome
    8:30-9:30am – Plenary Session: Dr. Maydianne Andrade
    9:30-10:00am – Coffee Break
    10:00am-12:15pm – Concurrent Contributed Sessions
    12:15-1:15pm – Lunch
    1:15-3:30pm – Concurrent Contributed Sessions
    3:30-4:00pm – Coffee Break
    4:00-5:00pm – Plenary Session: Dr. Zoe Lindo
    5:00-7:00pm – Poster Session
    7:00 onwards: Friday Night Live @ ROM

*Saturday May 7th, 2016:*
  8:00-9:00am – Registration @ Bahen
  9:00-10:00am – Plenary Session: Dr. David Queller
  10:00-10:30am – Coffee Break
  10:30am-12:45pm – Concurrent Contributed Sessions
  12:45-1:45pm – Lunch
  1:45-4:00pm – Concurrent Contributed Sessions
  4:00-4:30pm – Coffee Break
  4:30-5:30pm – Plenary Session: Hannah Hoag
  5:30-6:00pm – Student Awards & Closing Remarks

 **a)** *Tasks:*
  i)  **Chris** – Please put this information up on the website by **Monday April 11th, 2016**.

3)  **Things to Be Done:** Following are the jobs that we still need to complete to have a successful event. I have highlighted what we need to put these things together in addition to including the names of specific people to complete these tasks and relevant dates.

 a)  *Organize Talk Sessions*: Full talks and lightning talks will have to be organized into concurrent sessions for the two days. To be completed by: **Ken, Shannon, Daniel, Cylita & Amardeep**
  i)  Timeline:
   (1)  Abstracts collated/organized and Talk Titles printed by **Wed. April 20th (done by Jen)**
   (2)  Sessions Figured out (one of these days): **Thursday April 21st / Friday April 22nd / Saturday April 23rd**

 b)  *Prepare Conference Programs:* Preparing the conference programs will require information from a variety of committees. Ultimately Amardeep and I will assemble these and send them to be printed. We will need the following information by **Friday April 22nd, 2016**. This will give us enough time to organize everything and proof the programs to send them to the printer on **Monday April 25th, 2016**. Program contents are as follows:

  i)  Welcome Statement → **Cylita & Amardeep**

  ii)  Organizing Committee → **Cylita & Amardeep**

  iii)  General Conference Information (following Guelph 2014 Program): **Cylita, Amardeep, & Charlotte (info about FNL and GSU social)**

  iv)  Campus Map → **Chris**
   (1)  Map should indicate location of: Residence, Bahen, ROM, GSU, Parking locations and Subway Stops

  v)  Recommendations on Places to Eat / Things to Do in the City → **Charlotte**
   (1)  This is intended to be super general. ie: There are a variety of restaurants in the College and Spadina area, a Tim Hortons, Starbucks and Second cup on College, etc.
   (2)  For things to do in the city it might be worthwhile to list these off with estimated times by transit from campus (ie: CN Tower, Steam Whistle Brewery, ROM, Aquarium, etc.)

  vi)  Plenary Speaker Biographies → **Plenary Speaker Team**

vii) Conference Schedule /Talk Order → **Programming and Communications Team & Cylita/Amardeep**

viii) Acknowledgement of Support → **Fundraising Team**

c) *Apparel Order:* **Amardeep** will take care of this. Order will be placed by **April 15ᵗʰ, 2016** and updated as needed.

d) *Food:* **Cylita and Amardeep** will place this order the week of **April 18ᵗʰ-22ⁿᵈ**. We will consult with the treasurer and potentially Charlotte to check amounts before placing the order.

e) *Conference Packages:* These will have to be assembled the week of the conference (**Monday May 2ⁿᵈ, 2016**). We are looking for volunteers. These will contain:

   i)   Conference Program (Printed)

   ii)  T-Shirt (if applicable)

   iii) Nametags
        (1) Amardeep has ordered plastic covers and lanyards already
        (2) **Volunteer to make?!** (Please...)

   iv)  ROM Discount Ticket → **Fundraising**

   v)   Receipts – **Arjan and Julia**
        (1) Make these up following the Guelph format

   vi)  Folder for Receipt
        (1) Either order or solicit Bookstore for donations. These will be to hold receipts.

   vii) Free Pens? I always like getting a pen at conferences….but only if we can get them for free!

f) *Speaker Gifts:* **Plenary team** is already on this, we have allotted $50/speaker for their thank-you gift.

g) *Solicit Volunteers:* **Cylita** is emailing the department to ask for faculty and post-doc volunteers to judge talks and posters. We are looking for 2 judges per concurrent session (16 total) and 3-4 judges for the poster session. All judges will receive a t-shirt as a thank-you.

h) *Thank-you Letters:* **Fundraising team** has already drafted these for our sponsors. Once we have necessary details we will fill them in and send them out after the event.

4) **Timeline:** Here is how we hope things will play out over the next few weeks:

Mon. April 11th – Emails sent to university
                     Schedule up on website
                     Promotion of conference all week.

Fri. April 15th – Amardeep place t-shirt order (can update after registration closes).

Sat. April 16th – Registration closes

April 18th – 22nd – Food and Beverage order placed

Wed. April 20th – Abstract Formatting complete

April 21st-23rd – Talks sorted into sessions

Fri. April 22nd – All information for program sent to Cylita and Amardeep

Mon. April 25th – Program complete and sent to printer

Mon. May 2nd – All parts of conference package gathered. Meet to assemble these.