Schedule Walk-through

\*\* Do a full run-through with everyone; from start to finish on where people need to be and when.

* Prep and set up museum specimens with Jess on Wednesday May 1st
* Check weather for excursions AHEAD OF TIME
  + Book butterfly conservatory as needed
  + RARE will be in contact with Karen the day before
* Get bio department hot trays for the evening
  + Need to buy gel burner things? Warmers for the hot trays
  + Need separate trays to put Almadina’s trays in (for a water heating barrier)

**DAY ONE – THURSDAY MAY 2nd, 2024**

|  |  |
| --- | --- |
| 6:00 AM | SET UP: HERE WE GO FOLKS   * Long tables + chairs to be delivered to M3 before 10am   + Need people to set up!   + 11 tables   + 75 chairs |
| 7:00 AM |
| 8:00 AM |
| 8:30 AM |
| 9:00 AM | RARE TRIP #1: QNC meeting spot for RARE Trip #1   * Should be there no later than 9:15 a.m. --> Beatriz   + Have a list of people that should be getting on the bus   + Give a couple minutes for stragglers past 9:30 |
| 9:30 AM | Bus to RARE loaded + departing |
| 10:00 AM | RARE TRIP #1   * Trip in total from 9:30am–12:30pm (at RARE from 10am-noon) * Beatriz remains with group 1   RARE TRIP #2   * Trip in total from 11:30am – 2:30pm (at RARE from 12-2pm) * Mathumy remains with group 2 for the journey to RARE, the tour, and the return bus trip   + Needs a separate list   + Should be waiting at the meeting spot at UW at 11:15am.   BIRD BANDING PREP   * Lily, Ryan, and Liam to set up at Columbia Lake * First bird banding session to start at 12:30   PREP REGISTRATION   * Two large tables outside of M3 for registration starting at 12/12:30 * Lucas, Harry, Michela (until tree-planting starts)   + Full registration lists   + Name badges + landyards   + Pronoun pins   + Seeds? * Print off a couple master lists --> need one for cross referencing afterwards |
| 10:30 AM |
| 11:00 AM |
| 11:30 AM |
| 12:00 PM |
| 12:30 PM | REGISTRATION STARTS  PREP EXCURSIONS   * Bird banding   + Liam, Ryan, and Lily to set up at Columbia Lake   + Three sessions; 12:30, 1:30, 2:30 * Columbia Lake Nature Walk   + Have multiple rounds of walks; people can just walk around as they want * Earth Science Museum   + Should be completely self-sufficient for people to just check out * WATER Facility   + Volunteers (2? 3?) from Paul Craig’s lab leading tours; meet the groups in the B2 lobby at the time of tour session start * Art Gallery   + Self-sufficient; students can go as they need * Tree Planting   + Michela – to stay and plant trees until Mathumy gets back from RARE   + Mathumy – plant trees until 3:30 ish when excursions wrap up * Zoological Collections   + Should be handled the day before: helping Jess set up   + Thank you for Jess – give on Wednesday so she can wear her shirt Thursday |
| 1:00 PM |
| 1:30 PM | \* CE BAKERY PICKUP: CF Bakery pickup and bring to M3   * Need to have people to assemble the tables for coffee break   \* BISTRO TABLE DELIVERY: Bistro tables to be delivered to M3 for coffee break before 2:00 p.m. (20 tables being delivered)  EXCURSIONS   * RARE/Butterfly Conservatory * Bird Banding (Columbia Lake) * WATER Facility Tours (idk where the WATER Facility is)   + Groups of 10-12 people   + Running tours back-to-back every 30 minutes   + 20min each tour     - Tour #1: 1:30-2:00     - Tour #2: 2:00-2:30     - Tour #3: 2:30-3:00     - Tour #4: 3:00-3:30     - Tour #5: 3:30-4:00 * Museum Specimens (B2)   + Beatriz to help Jess + do skull id   + Need at least one other volunteer to watch the collections and talk walk around the rooms * Art Gallery (ECH 1239)   + Mathumy?? * Nature Walk (Columbia Lake)   + 1-2 volunteers to lead people through * Earth Science Museum (EIT 1st and 2nd floor)   PREP COFFEE BREAK (M3 atrium)   * Bistro tables need to be set up * Need 2-3 volunteers to set up tables and be there to receive coffee (registration folks) * Coffee and tea to be delivered by UWaterloo catering * CE Baked goods laid out --> ryan picking up that morning |
| 2:00 PM |
| 2:30 PM |
| 3:00 PM |
| 3:30 PM |
| 4:00 PM | COFFEE BREAK & REGISTRATION (M3 atrium)   * Closer to 4:30; start funneling everyone into the lecture hall to start * Coffee break = food from CF bakery, coffee + tea + china service from UW |
| 4:30 PM | WELCOME + OPENING CEREMONY   * Welcome – Michela + Lucas * Land acknowledgement – Michela * Territorial welcome – Savannah Sloat * OE3C introduction + introduce Kirsten * Biology Chair opening remarks – Kirsten Müller * Things to remember, how the conference will work etc etc. * Introduce Jessica |
| 5:00 PM | KEYNOTE #1: ECOLOGY – JESSICA FORREST (M3 LECTURE HALL)  DINNER SET UP (M3) – outside M3 lecture hall so need to be quiet   * 11 long tables * 20 bistro tables – will already be set up from coffee hour * 75 chairs * Need tables to serve odd burger * Odd burger delivery? Set up? TBD |
| 5:30 PM |
| 6:00 PM | CATERED DINNER (M3) – ODD BURGER  TRIVIA (Start at 7:00 p.m.)   * In the lecture hall? In the atrium? TBD for logistics * Any leftover food needs to be dealt with (from dinner, coffee hour etc.) * Need to have prizes ready for trivia winners |
| 6:30 PM |
| 7:00 PM |
| 7:30 PM |
| 8:00 PM |
| 8:30 PM |
| 9:00 PM |
| 9:30 PM | CLEAN UP (organizing committee + volunteers)   * Bistro tables need to be moved to the TA rooms in STC (they’re not UW property so can’t leave overnight) * Long 5ft tables should be left alone – will be picked up by facilities and moved to EIT in the morning |
| 10:00 PM |
| 10:30 PM |
| 11:00 PM |

**DAY TWO – FRIDAY MAY 3rd, 2024**

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| 6:00 AM | * Bistro tables stored in TA rooms need to be put out in STC * Poster boards to be delivered to STC by 10am   + Need people to receive the tables and be there to set them up * Pickup from CE Bakery at 7:30am – to STC atrium for breakfast and coffee hours   + Move the baked goods for coffee hours into TA rooms (or do they need to be refrigerated?) * UW order for breakfast (coffee, tea, fruit, cups + serving plates) will be delivered half an hour before breakfast * Need to add Costco drinks, plates (bigger) * The concurrent talk session doors need to be labelled with larger signs * Label the poster boards for before people set up their posters |
| 7:00 AM |
| 8:00 AM | BREAKFAST   * People can set up posters during breakfast?   + Poster boards need to be labelled with numbers   + If poster boards have been delivered with lots of time to spare, they can put their own posters up when they get there * Breakfast = food (CE bakery), coffee + tea + fruit and china service (UW catering), juice (Costco) |
| 8:30 AM |
| 9:00 AM | KEYNOTE #1: ECOLOGY – HANNAH TER HOFSTEDE (STC 1012)   * Michela or Lucas start day 2 and need to introduce Hannah * Reminders beforehand?   SET UP POSTER SESSION   * Poster boards need to be set up in rows in the atrium * Coffee needs to be set up with CE Bakery goods for coffee break too |
| 9:30 AM |
| 10:00 AM | POSTER SESSION + COFFEE BREAK (STC Lower Atrium)   * People can bring their drinks and little snacks around while the poster session is going on * Coffee break = food from CF bakery, coffee + tea + china service from UW   10:30 AM --> someone needs to meet Corina to get the earthsci museum keys |
| 10:30 AM |
| 11:00 AM |
| 11:30 AM | CONCURRENTS  (6 x 4 rooms) = 24   * Need to have one person moderating each session, and AT LEAST one judge * Posters need to be moved during the first oral talk session to a different configuration to not block traffic for concurrent talks   + Posters to be left up for viewing over the lunch break * Need to set up two tables for UW catering lunch to be delivered at 12:30 * Bistro tables need to be moved to TA rooms * Bring drinks and plates for lunch * Put some tables in the upper commons atrium of STC too |
| 12:00 PM |
| 12:30 PM |
| 1:00 PM | LUNCH BREAK – STC upstairs serving   * Lunch = starter salad, sandwich, dessert, juice (all UW Catering) * Serve UW catered lunch in boxes with Costco drinks from the lower commons atrium – near the stairs   + People can remain downstairs, go into lecture halls, look through the posters, or go upstairs * Take posters down at lunch; move to TA room --> to be put up saturday morning   + Have a poster on both sides |
| 1:30 PM |
| 2:00 PM | CONCURRENT TALKS  (6 x 4 rooms) = 24   * Big tables need to be cleaned from lunch (UWat will do?) * Need to start moving tables away from the STC lower commons to make room for funneling people to the sustainability panel * Leave bistro tables for coffee break |
| 2:30 PM |
| 3:00 PM |
| 3:30 PM | COFFEE BREAK   * Coffee break = food from CF bakery, coffee + tea + china service from UW |
| 4:00 PM | SUSTAINABILITY PANEL (STC 1012) |
| 4:30 PM |
| 5:00 PM |
| 5:30 PM | GROUP PHOTO   * Location TBD   + Outside grad house?   + On stairs in STC? * Right after people can be released for dinner?   \*\*\* still need to figure out if the photo should come BEFORE the panel? |
| 6:00 PM | UPTOWN WATERLOO DINNER   * Direct people to the ion stops   CLEANUP   * Bistro tables need to be put in TA rooms overnight * Posters need to be taken down -> store in TA rooms to give people the next morning at breakfast * Poster boards need to be put aside * Set up long tables for breakfast |
| 6:30 PM |
| 7:00 PM |
| 7:30 PM |
| 8:00 PM |
| 8:30 PM |
| 9:00 PM |

**DAY THREE – SATURDAY MAY 4th, 2024**

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| 6:00 AM | BIRD BANDING (if it rains on Thursday)   * Ryan, Liam, and Lily?   PREP FOR BREAKFAST   * Bistro tables need to be set up in the STC lower atrium * Food for the day pickup from CE bakery at 7:30 am * Set up breakfast in STC lower atrium   POSTER SESSION   * Tell folks to pick up their posters from yesterday * People presenting their poster today need to set up their poster during breakfast   + The poster boards clustered in STC lower atrium need to be spread out a bit more so people can put up their poster |
| 7:00 AM |
| 8:00 AM | BREAKFAST   * Breakfast = food (CE bakery), coffee + tea + fruit and china service (UW catering), juice (Costco) |
| 8:30 AM |
| 9:00 AM | KEYNOTE SPEAKER #3: EVOLUTION – REBECCA DOYLE (STC 1012)   * Michela + Lucas start day 3 and introduce Rebecca   PREP POSTER SESSION   * Move some tables around from breakfast to make room for poster boards * Delivery + set up from UW catering for coffee break * Need to move chairs (most) away; have some out for people to sit if they need |
| 9:30 AM |
| 10:00 AM | POSTER SESSION + COFFEE BREAK   * Have bistro tables scattered around the periphery of the poster boards for people * Coffee break = food (CE Bakery), coffee + tea + china service (UW catering) |
| 10:30 AM |
| 11:00 AM |
| 11:30 AM | CONCURRENT TALKS  (6 x 4 rooms) = 24  PREP LUNCH   * Food delivery by UW catering at 12:30pm to STC lower atrium * Have two long tables close to the stairs of the lower atrium with the food and drinks * Move larger tables and chairs back out to STC lower and some in upper atrium for people to eat |
| 12:00 PM |
| 12:30 PM |
| 1:00 PM | LUNCH BREAK   * Lunch = starter salad, sandwich, dessert, juice (all UW Catering) |
| 1:30 PM |
| 2:00 PM | CONCURRENT TALKS  (6 x 4 rooms) = 24  PREP COFFEE BREAK   * Move poster boards out of the way * Delivery from UW catering at 3:00pm * Bring out CE bakery goods + juice |
| 2:30 PM |
| 3:00 PM |
| 3:30 PM | COFFEE BREAK   * Coffee break = coffee, tea, and china service (UW Catering), food (CE bakery), juice (Costco) |
| 4:00 PM | Concurrent Talks  (6 x 4 rooms) = 24  PREP FOR DINNER + CLOSING   * Have people go to EIT to start setting up tables and chairs for dinner * Pack up bistro tables from STC and move to EIT |
| 4:30 PM |
| 5:00 PM |
| 5:30 PM | BREAK   * People should start moving to EIT for closing ceremonies * People that presented their posters should collect them before departing to dinner   PREP FOR DINNER   * Delivery from Almadina for dinner coming at 5:30 ish?   + Set up with hot servers from biology department * Set up 2 stations with food and drinks; one at upper and lower level of EIT |
| 6:00 PM | CLOSING CEREMONIES AND CATERED DINNER   * Dinner first; have people come up by table   + Should we number the tables for people to get up and get food? So there isn’t a massive crowd at all times? * Closing   + Hand out presentation prizes   + Thank you from Michela + Lucas   + Any final logistics things   + Announcement of 2025 & 2026 hosts   BYEEEEE  CLEAN UP   * Bistro tables need to be packed up and stored for company pickup on the 6th of May * Long tables and chairs at STC need to be packed up for collection by UW * Long tables and chairs need to be packed up for collection by UW facilities * Not sure what happens with garbage + extra recycling + compost bins at the end? * Any leftover things scattered around need to be cleaned * Keys and mic need to be returned to the Earth Science Museum office |
| 6:30 PM |
| 7:00 PM |
| 7:30 PM |
| 8:00 PM |
| 8:30 PM |
| 9:00 PM |