**Actionable items**

* Co-chairs:
  + Submit final numbers for UW Catering and Odd Burger (registration right now + some extra for leeway)
  + Revisit budget now that we have a lot of confirmation numbers
  + Submit volunteer form
  + Open excursion sign-up
  + Review GRT and uptown Waterloo stuff
* Lucas:
  + to call Leslie with UW Catering to figure out food orders for Saturday
  + Email Paul Craig to confirm times with water facility
  + Email Meeghan about lanyards from Science Advancement to see if they are willing to donate UW lanyards
* Karen: email Toby from zoo about passes to confirm
* Liam:
  + will email faculty members to ask about chairing sessions
  + Will email Julie Messier about her presentation (and why she shouldn’t be)
  + Send NASBR rubrics for posters and presentation
* Ryan
  + Email Patricia about tree planting about details about planting, tools available, etc.

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| **Time** | **Description** |
| 1:37pm | * Updates   + Registration numbers: ~130 people (95 abstracts submitted)   + T-shirts are ordered (~$16.75/piece -- 25 t-shirts ordered)   + Name badges ordered (wood stickers)   + Food     - Almadina + CE bakery : good     - UW catering & Odd Burger: almost good       * Final numbers to be submitted     - Finalise garbage services   + Meeting w accessibility services     - Will need to know & offer information about gender neutral bathrooms, have some quiet spaces and prayer spaces     - Quiet poster session (e.g., have posters up earlier in the day and then have official poster session later) to accommodate for some registrants with hearing impairments   + All money we were expecting has been received, yay!   + Program likely to be PDF on the website   + Opening statements     - Kirsten Muller will be doing opening remarks     - Karen to talk a bit about the history of OE3C on the 3rd     - Michela will do land acknowledgement, and Savannah Sloat will be doing territorial welcome   + Michela and Ryan will be doing trivia, Lucas or Karen will be doing panel     - Trivia likely happening in math lecture hall since it has microphones and projector already |
| 2:07pm | * Volunteers   + Registration desk, moving things around, judges\* (call for judges may be separate)   + Session chairs are separate\* --> usually delegation of faculty members (*See actionable items; Liam to email faculty*) * Excursions   + Limited spots for some excursions (e.g., bird banding, RARE)   + Other excursions (museum specimens, plant a tree, water gallery viewing)     - Sustainability office donated 100 trees (aka we *need* people to sign up to help plant trees)   + Have a google form for each time slot and each event linked in a mass email to registrants     - E.g., Water tour 9:30 (form: name and contact) --> when this fills up, form is closed and they can refer to another time slot.   + Bird banding (May 2)     - 12:30, 1:30, 2:30 --> need to have last excursion wrapped up at last 1 hour before keynote presentations start at 4:30pm   + RARE     - Morning session: 1 person go there and stay there the whole time     - Afternoon session: 1 person to load afternoon session on bus   + Planting trees     - *See actionable items – Ryan to email Patricia about more details* |
| 2:41pm | * Sessions   + Log-in cards for computers and podiums   + Figure out communication session with message systems   + Cards for 2 minutes left, 1 minute left, etc. (signs) and general instructions * Judges   + *See actionable items (Liam will send NASBR judging rubric*) * Pronoun pins   + Mathumy in touch w WUSA about pronoun pins |
| 2:45pm | * Poster sessions   + 20 poster boards each day (2 poster sessions -- ~50 poster people registered) * Lanyards   + To be ordered at some point |