**Actionable items:**

* Mathumy & Sepidar: Biophobia blurb for website & to continue chipping away at it
* Co-chairs to send Mathumy & Sepidar & Beatriz links to social medias
* Group to brainstorm any excursion ideas, especially for food
* Harry : determine Chair contacts for all the universities for a mass email for save the date & graduate secretary contacts
* Reach out to other labs for presenting and volunteers!!!!

|  |  |
| --- | --- |
| **Time** | **Notes** |
| 12:06pm | Updates:   * Seed fund money will come from WesternU soon * Michela working on Waterloo Science Foundation Award ($$ for student initiatives) * If anyone has suggestions for sponsors --> email Karen about it * This week, co-chairs hoping to reach out to United College about food options * Michela contacted Savannah Sloane about the Indigenous professor for the panel --> to be heard back from * Co-chairs will also try and lock down rooms for plenary speakers |
| 12:12:pm | * Want to try and get social medias out to people * Website:   + Domain name: OE3C.ca   + Continuing to be a work in progress & more stuff will add on as things get confirmed |
| 12:27pm | * Programs:   + Beatriz & Ryan --> continuing to work on program skeleton |
| 12:30pm | * Harry & Karen: refine contacts for sending out mass emails |
| 12:32pm | * Lucas meeting w more folks |
| 12:33pm | * For online payments:   + Will take users to an external UW page where payments can be processed and go into the UW account (all money looked after by University which is a nice relief)   + E-commerce website strictly finances * For abstracts:   + Likely google form link where students will fill out some questions; e.g. have students identify whether their presentation would fit more into ecology, ethology, evolution, a combo, etc. --> have to figure out details of this and whether e-commerce site can accomplish abstract submission as well |
| 12:37pm | * **Deadline for us for registration opening: early- to mid-February**   + Deadline for registration closing: likely early April (keeping in mind that we will likely extend it anyways)   + Leaves students 6-7 weeks for registration |
|  |  |
| 12:40pm | * Excursion & schedule chats   + OE3C 2023: Opening ceremony, lunch, plenary, no other talks that afternoon (just excursions following that)   + Don’t want an underattended plenary, so it might be good to have things after the plenary talks as well.     - If we put some sort of thing Thursday evening, may be enticing for people to actually stay for the whole conference (e.g., excursions Friday afternoons instead of Thursday)   + Generally, need to refine our wants about what we want for those first two days so that attendance is good but that it’s not too overexerting |
| 12:51pm | * RARE excursion   + Could accomodate 50 people   + Need to look into bus and quotes for transportation --> likely pricey.... may be higher than the $9 that they charge     - Also to consider school schedule   + May likely be a separate thing, depending on the schedule timing (excursion would be ~2h)   + One conference member should be attending this if we follow through * (Also see actionable items) --> reach out to other labs for presenters and volunteers   + Volunteers needed to help run talks and timing, opening registration * Also need to figure out judging for student prizes   + Will segregate undergrads vs grads   + Need to determine some sort of rubric/criteria/outline for how to judge talks |