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| 4:09pm | Review of last week’s updates:   * Today (Nov 15): Lucas & Michela met w Jen Lehman (operating officer)   + She will open budget for us so we can have money go in and out (I.e. University account that doesn’t have to be paid for)   + Jen <3 Sepidar (bc Sepidar has website training)   + Lucas’ suggestion: have OE3C domain to have commonality to search (I.e. have OE3C domain to redirect to Waterloo-built website; e.g. can have people’s registration can go straight to our Uni account without a middle-person)   + Conference services w/ Waterloo     - Jen suggested having it through United College (affiliated institution)       * They have their own conference services & rooms, **cheaper** catering       * + United doesn’t have summer semester, so people can stay in residence buildings       * ***But*, rooms are not free**; Lucas & Michela and looking into rooms and potentially delegate a deal since we are an affiliated college         + Or potential for United to cater at UW rooms   + Ideally set something up w parking services, but otherwise, $5 flat rate per day for peoples’ accommodations for vehicles isn’t too much of a hit for us * Excursion possibilities:   + St Jacob’s a good thing to advertise for recommendations for people to see (not formal excursion though)   + New Indigenous Centre --> could be something we organize |
| 4:23pm | * OE3C email?   + Pros: specific emails about registration, issues, etc.   + Cons: more emails …   + Alternate: FAQ page     - Here are local activities, places to stay, etc.   + *Can come back to this later... not a pressing issue* |
| 4:28pm | * Roles   + Co-chairs: Lucas & Michela     - Financial bookkeeping (money coming in [registration] --> correlates to food ordered; prizes, awards [dependent on sponsors])   + Karen & Beatriz: fundraising and sponsorships, artwork & social media   + Program & abstracts --> currently Lily, Sepidar, Beatriz, (Ryan)     - *Fundraising & sponsorships would eventually come to an end, so Beatriz & Karen may jump onto program and abstracts*     - Setting up schedule:       * Organisation into the 3 E’s, and then sub-organisation based on topic       * Plenaries & then big speakers       * Idea: potentially “lightning talks” --> short 5 min talks; issues: if we have a lightning round room & regular talks, unequal interest in lightning talks; also having people come here just to speak for 5 minutes     - Keynotes at the start of each day (or after lunch on registration day)   + Sepidar --> make UW website     - Mathumy can help w this * (Beatriz also reached out to former employer at Toronto Zoo to ask about prizes or monetary donations) * Lily & Lucas, could reach out to the ROM for other prizes & such |
| 4:53pm | * Department meetings   + November 28th last one of fall 2023 term   + Lucas going to present what we are trying to do and our goals with this conference; trying to highlight the department of Biology at Waterloo (good press, yay!) * Lucas & Michela meeting w Dean of Science => tbd when   + Asking for support to host this event   + Will also ask for $$$$$ 😊 (e.g. a couple of lunches, coffee hours, etc)   + “Gentle” agreement, to get his support and hopefully financial support down the line, to hop on with people who have expressed support already with this (e.g. Kirsten)   + Tomorrow, potentially, or can make an appointment next week |
| 5:05pm | * Themes:   + Pretty set on biophobia, but need to think about names     - Continuing on from last week: could be a positive spin (I.e. looking at how we can incorporate and be more comfortable with integrating and reconnecting)   + Potential candidates:     - Beyond Fear     - Nature’s triumph over fear     - Beyond Fear: Reconnecting with Nature     - Defying the fear of nature     - Overcoming fear of the wild     - Co-existence w Nature * Title: includes “Biophobia” --> majority voted   + Possible options     - **Dismantling biophobia**     - Addressing biophobia     - Unearthing biophobia     - Overcoming biophobia     - Exposing biophobia |
| 5:29pm | **Theme: Dismantling biophobia** |
| 5:30pm | Beatriz showing us logos   * Edward Munsch’s “The Scream” with background having traditionally ‘scared-of’ species, with an urban setting   + Snake, spider, bat good options for different taxa |
| 5:40pm | $ tiers for sponsors & associated perks   * No more than 4 tiers; 3 would be optimal   + Think about who we’re targeting for the tiers (and confidence that we’ll get some of them for these tiers) * Starting tier:   + $300 * **\*\*Consider fundraising goal first**, then work our way backwards] * Have specific events (e.g. sponsor of the Welcoming Reception, the closing ceremony, breakfast every morning, etc.)   + Something where people are going to notice * Put together a package   + E.g. bronze-level: acknowledgement in writing; silver: acknowledge in writing, bigger program recognition, sponsor a breakfast; gold: sole sponsor for the welcome reception, mid-week banquet, closing ceremony, etc. Think of bigger vision * Advertise that this is a student-run conference, for students * Liam’s notes: have Dean be part of University sponsorship package   + Advertise this as a recruiment event & a reputation event for his side   + So update: no to meeting with Dean right now 😊 Wait until we have clearer idea of budget or aims |
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**\*\*Actionable items:**

* Lucas & Michela --> discuss budget