**\* Action items**:

* **Lucas:** talk to Kirsten, and then Dean
* **Michela**: continue emailing Matthias and get any information on hosting information **and sponsor information and contacts**

**Next meeting**: Talk about budget

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| **Time** | Notes |
| 4:05 | * OBN would be a 1-day commitment (coffee + snacks) in March, whereas OE3C would be longer process + event * McGuire lab is on-board, Broders lab mostly on-board * Members of Rooney lab may be able to help coordinate (and likely other members of bio department if word is spread)   + E.g. have a core team of organizers, and extended helpers to take over certain tasks, especially closer to field work season |
| 4:10pm | * OE3C 2023 was 3-day conference; generally, very student-friendly & student-based conference   + In May of every year --> May 2024 is 6-months away   + Themes in previous years     - 2023: Surviving the Anthropocene * Make list of questions to ask previous host   + How big was their team? ==> 9 people     - We would be 7-8 people (at least in our lab)   + Time investments & how much time it requires     - What task(s) should be started earlier?   + Biggest challenges that they encountered   + Do they have SOPs?     - If we present ourselves as interested hosts, maybe they have documentation/instructions they can send us   + Funding     - Sponsors, registration $ (for sponsors, needing to reach out to them to sponsor this year) |
| 4:20pm | * Time planning around field season   + Last weekend in May or start of June is ideally when conference is held (good timing for students just coming out of spring term) --> we are looking at beginning of May to have the least interference with field season * Food funding   + In 2023 conference, a lot of food was covered by the conference. Liam mentioned potential to tap into department money   + Even potential to get catering options if they cannot provide money directly * 2023 conference registration   + Between March and April 28 2023   + We would be looking at earlier so we can accommodate for our field season |
| 4:26pm | * Potential for us to meet regularly?   + Dependent on stage of planning; e.g. 1x per week when busier, maybe after seminars? We’re all here anyway so possible **Thursdays at 4pm** * Michela will reach out to past OE3C host, Beatriz okay with taking on a larger role, Lily will have more availability in the new year (post-comps).   + Establish roles (and can look at previous committee for inspiration)     - Lily ==> abstract and program |
| 4:31pm | * Website domains --> would look more professional to get it on its own as opposed to linked to Waterloo website domain; would be max 50-60$ (~10$/month for private domain)   + Likely already a passable domain that they used every year to pass on to new hosts * Multiple faculty partners for OE3C for 2023 conference |
| 4:34pm | * Welcome back from your office hours Lucas. |
| 4:36pm | * Sepidar is secretary 😊 * Need to find artist   + Sepidar: to reach out to (Erin? BGSA girl; Can’t remember her name) to see if her partner would be interested in helping w graphic design. If not, reach out to friend (Mere and/or Ihsan) * Short-term tasks (before winter holiday); long-term tasks (after winter break, when staff and others that can help are back from holiday)   + Ideally, set up in-person/virtual meetings (emails take *forever)*. This is the focus for this month (short-term task) |
| 4:41 | * Get a rough idea of set up. # of attendees, catering, consequent costs, presentation papers, IT support * Go to Dean, Post-grad associate, bio department, water institute, climate institute, earth and geography, scholarship department, (Waterloo undergrad journal; e.g. if there’s prizes, would they publish winning abstract for undergrad presentation), Journals (e.g. JEB), envirosci, BP research   + So reach out to faculty level, journals, departments   + This will determine what the registration fee is (so this has to be done before registration opens) * Harry sat down |
| 4:46pm | * We have $10k seed funding to start (as per Matheus’ email asking for host for OE3C) --> **make sure this is still available** |
| 4:50pm | * Don’t necessarily need permission from University, but need permission to use facilities (e.g. book rooms)   + Need 2 rooms at least (w reasonable space and distance from each other; ideally same building and same floor)   + For first conference day, opening remarks and keynote talks could be done with 1 room   + Thursday, Friday, Saturday conference vs. Friday, Saturday, Sunday   + STC basement could work; or Math building with 2 opposing rooms   + Could potentially need more than two rooms --> will depend on number of attendees and how we want to split up the talks (based on field/content) |
| 4:54pm | * First step: reaching out to Kirsten & Dean out of respect to showcase our interest and that we have a core group of people able to help   + **Action items:**     - 1) Lucas going through university,     - 2) Michela going through past host & getting contacts for sponsors (ideally actual amounts) (Michela expressing interest and good experience from past conference to sponsors to show that $ was well used) |
| 5:00pm | * Plenaries need to fall into these themes and need to get them booked asap (*before xmas break*) * 2 ideas for themes: biodiversity crisis or biophobia (Karen’s suggestions)   + Biophobia: nature has become quite unknown and we are very disconnected from nature, contributing to a lot of problems we have and we no longer identify with it * Lucas is poking the bear   + Biophobia isn’t the most well-known term, but something more relatable, not related to fears/phobias; more “disconnected” |
| 5:10pm | * Keynote speakers: 2023 conference was not limited to Ontario speakers   + Would require more financial contribution on our side to get outside-Ontario folks   + Could also reach out of academia and get people working in industry, policy, or government * Biophobia: <https://www.britishecologicalsociety.org/biophobias-on-the-rise-in-urban-areas-according-to-new-study/> * Biophobia: a human fear of certain species (e.g., snakes, spiders) and general aversion to nature that creates an urge to affiliate with technology and other human artifacts, interests, and constructions rather than with animals, landscapes, and other elements of the natural world. <https://theconversation.com/biophobia-search-trends-reveal-a-growing-fear-of-nature-206635> * Alternate phrase: nature disconnection <https://www.cell.com/trends/ecology-evolution/fulltext/S0169-5347(22)00360-3> |
| 5:15pm | * For accommodations, Laurier res may be good (they have a building that you can book hotel-type) * Ask print shop about discount to print student posters * “In kind” <3 * Maybe get an idea of budget prior to talking to the Dean (more formal interaction) |