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| 2:36pm | * Previous years, timing has been difficult w folks continuing TAing, and those ready for the field * Also sandwiches by 2 major conferences; CSE & (another one? Missed the name   + Worked out last year since those conferences were out west, so distance worked out in their favour. |
| 2:37pm | * Intros   + Being in the same or adjacent labs facilitated communication for organising conference (they struggled a bit last year having a core team composed of diverse labs) |
| 2:43pm | * Matheus willing to help us out (zoom meetings, emails, etc. When needing guidance) * They started earlier in the year (late-Aug – September) but nothing major happened in the fall (below list is limited to what they did late-August to November)   + What they had organised by November was the keynote speakers     - Had one for ecology, one for ethology, and one for evolution   + Spoke w department chair, mostly pertaining to budget     - *They have a document w budget breakdown and who they spoke to*     - Booked the rooms --> can get waivers for those rooms upon speaking to department     - Reached out to conference service folks --> paid them after event       * Have different packages that they can offer (e.g. whole service (most expensive), to minor things like **payment systems\*\*** and name tags (less expensive))     - Opened Western account to receive money       * ***Do not open your own account to receive conference money;*** will make life way more difficult   + First few months bit more creative; can think of excursions, workshops, other things that come along in the conference   + Started off with 12, but by the conference, they were 6 (8 up to before)   + Hired volunteers for the conference to help; but good to have a reliable team   + Team     - Social media     - Program and abstract     - Fundraising       * Registration fee money should ideally cover conference services (campus services, AV equipment) and food       * Seed fund can cover honorariums, prizes       * Sponsors should cover extra   + Chairs were working with each committee * They have a Google Drive w information from previous years (but it is not the most organised, fyi) |
| 2:54pm | * Recommendations: set up some stuff asap   + Keynotes can be set up January   + Suggestion: **spread the word about the conference**     - They waited until mid-February and lots ended up attending other conferences since the calls were already out   + Set up date prior to setting the call   + Have at least 1 faculty partner     - Ideally supervisor and faculty chair * Food stuff   + Last year, they forgot recycling and compost which they felt would have been nice * Consider cost of living & try and accommodate registration fee as much as possible   + For grad students in OE3C 2023, it was around $200, $250 * Strongly recommended: if you’re going to have a dinner, make it an extra cost   + They had empty seats when food was already paid for |
| 2:58pm | * Later call, we can talk about potential sponsors * Mattheus can email Michela about budget from last year * Attendance 2023: 160 people ==> consistent with historical attendance   + 120 students, 22 faculty, some post-docs   + For most, it was their first conference (lots of emails with student questions about how it worked) * Fundraising is the hard word at the beginning, but then closer to the conference date, abstracts and posters take up more time   + Rubrics, judges, prizes, what prizes will be (some examples of things to consider as abstracts and programs add up) * Matheus can also send Lucas & Lily rough estimate of how much their department contributed to the conference fee * Matheus sent a proposal of what he wanted to do to the VP Research and they were able to offer matching funds to the department so it could help   + E.g. if department offers $2500, the faculty would match $2500 |
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