**Actionable items & future considerations:**

* Confirm panel details & the direction we’re headed with it, so we can confirm panelists & reach out to them
* Mathumy & Sepidar: start templating OE3C website
  + Homepage
  + History of OE3C
  + Schedule
  + Abstract submission page
* Beatriz & Ryan: Determine schedule skeleton (& think about how to format poster session)
  + ***Deadline: 2 weeks from today (week of Jan 22nd)***
* Karen: figure out money & sponsorship details
  + Tiers & all that
* Beatriz & Michela: to meet later this week/early next week to talk about socials and design stuff
* Future meetings: Mondays at noon (12pm)

|  |  |
| --- | --- |
| **Time** | **Note** |
| 3:11 | **\*Conference dates: May 2-4**  Updates from co-chairs:   * **Plenaries confirmed:**   + Ecology: Jessica Forrest (uOttawa) <3   + Ethology: Hannah ter Hofstede (UWindsor)   + Evolution: Rebecca Batstone (McMaster’s) * Accommodations   + United College     - Unofficially booked rooms (57 privacy doubles => 114 beds) for 2 nights (May 3, May 4)       * Double occupancy (i.e. 2 people/room = $45/night)         + Looking into only offering this so we can maximize the space and actually have 114 beds to offer (instead of 57)       * Single occupancy (i.e. 1 person/room = $60/night)     - Will likely have a deadline for conference attendees to ensure availability of rooms     - For us (i.e. OE3C team), might be good to have 2 rooms to reduce commuting time so we can be there early and late)     - For plenaries: super private rooms!       * $80/night, double bed, private ensuite, desk       * From email, seems to be limited availability, but obviously for them, would be much better than them having to share rooms. Depending on how many rooms available, could open it up to professors attending     - Stephanie (contact from United) --> they cannot offer hot food       * Can offer cold sandwiches (which is good for lunch stuff) * Need to book STC Foyer   + Need to make some confirmations about space bookings, but STC basement rooms booked all day Friday & Saturday (May 3, May 4) * Conversations w Savannah Sloane   + For incorporating Indigenous knowledge, customary territorial welcome & land acknowledgement     - Could use her for territorial welcome, or someone from Six Nations (w the latter, would need to pay honorarium of $500, but whether our financial account would allow for us to ‘pay’ someone needs to be confirmed)   + If we have Indigenous panel, Savannah would do a welcome   + Savannah mentioned that there is an Indigenous art exhibit, so there may be some vendors interested in coming in and selling merchandise |
| 3:44pm | * Panel ideas:   + \*See actionable items   + Figure out which direction to go in terms of panelists (e.g. restoration worker, industry, etc)   + Possible social activity after panel (e.g., mixer, coffee hour)   + Possible panel theme: integration/re-integration of urban living with nature (i.e. fitting in with our OE3C theme of dismantling biophobia)     - Safe-guarding interests of indigenous, water, sustanaibility, etc., planning   + Possibility:     - Kelsey Leonard – Indigenous prof in Faculty of Environment       * Has famous TED talk on why water should have same rights as humans     - Could look into RARE, Rivers Institute for people     - Ideally have an academic, an industry, and an NGO panelist |
| 3:58pm | * Website   + Reach out to Kitty about it because she said they have been able to create website through UW Biology webpage   + With our own domain, could pass it forward each year and also have more flexibility in terms of site design |
| 4:07pm | * Schedule/programs   + \*See actionable items -     - *To do*: start thinking about a schedule for each day of the conference, sooner rather than later     - Excursions too   + Figure out what to do with poster sessions, speed talks, and regular (15min) talks |
| 4:19pm | * Money!   + \*\*We need to determine sponsorship/donation tiers/prizes/return-offering     - Issue with tiers: difference in how beneficial “benefits” are     - Alternative: “if you give x amount of money, we will have a breakfast sponsored by you”   + Michela & Lucas to meet with Dean of Environment, Postgrad & postdoctoral affairs, others, to ask for more support     - (Aside: no tiers for University sponsorships)   + Marla Socalowski? --> Ecology & Environment Biology Chair @ UofT     - Mattheus said that she likes to money drop on this schtuff   + Michela to apply to Faculty of Science Foundation Award (Feb 1) |
| 4:22pm | * “Blrureuurereur retracted” - Michela Contursi, 2024 |

Tiers for Sponsors

Options not associated with $$:

* Name in the program
* Blurb in the program
* Sponsor a meal (breakfast, lunch)
* Sponsor a coffee break
* Sponsor prize $$ for best student presentations
* Can have a display booth during the conference

Tiers (with different options):

Up to $499 (bronze sponsor) --> name in program (default)

$500 - $999 (silver sponsor) --> name in program + blurb in program (default), sponsor a coffee break

$1000 – $1499 (gold sponsor) --> name in program + blurb in program (default), sponsor all coffee breaks in a day of the conference, sponsor a breakfast, sponsor a lunch

$1500 - $4999 (platinum sponsor) --> name in program + blurb in program (default), sponsor all breakfasts, sponsor all coffee breaks, send a representative for a booth/can have a display booth, sponsor student prizes for best presentations

$5000+ (diamond sponsor) --> sponsor opening + closing ceremonies, sponsor banquet dinner