Exit Report

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| Name | Kelsy Ervin |
| Contact email: | kervin@uoguelph.ca |
| Task/Role | Plenary liaison |

Just leave a section blank if you don’t feel the question applies to your task.

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| Describe your role/task: Keep the speakers updated about the conference, request title and abstract of presentation, arrange accommodation and transportation, arrange supper for plenary speakers during the conference |

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| What did you wish you had known beforehand? |

* Request titles and abstracts from the plenary speakers well beforehand. We didn’t run into any problems with it, but I do wish I had asked a bit earlier, just as a courtesy.

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| Contacts |

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| What worked? |

* Different members of the committee all contacted plenaries, and we did it early. The earlier you contact them, the better chance you have of getting your “first pick” of speakers.
* I arranged gift baskets as a thank-you for all four of our speakers. I included various products from local businesses, to make it more personal.
* Have conference packages ready for the plenary speakers with all of the information they need, e.g. parking passes, the time and location of dinner, hotel information, etc.

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| What didn’t work? |

* If you will be arranging for hotel stay for the speaker, make sure you make that clear to them upfront, that accommodation will be provided.

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| Give a general timeline to completing the task. |

* We contacted plenary speakers early (Oct-Nov) and basically had confirmed speakers by January.
* We decided on a restaurant to take the speakers to relatively early on, but made the reservation about a week in advance.

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| Do you have any online accounts or account information to pass along? |

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| Future Goals |

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| Other comments |