Items to discuss:

-Report from Tony about a per person cost/results of meeting with conference services

-GL coding: get coding from each sponsor and give to conference services

-will get info about GL coding for UoG registrants

-not worth it for outside registrations

-Accomodations: 20 rooms at best western—conference rate

-Tony will ask about exact rate, what happens if we don’t fill the 20 rooms

-get the date by which people need to book rooms

-Parking: P14/P15

-will be getting parking passes for the event

-should be able to put an opt in on webform

-park at P31, get pass, then move to P14/P15

-parking will be cheap and won’t be a cost that is passed on to people

-will put on webform to get an estimate with numbers

-Rooms: talking about getting Thornborough concourse for $1000/day

-possibility of doing poster session in science complex—would make more sense

-having posters outside of rooms would allow for posters to be up for longer

-Set registration fees (early and late, student/post-doc/faculty)

-$70/80 students/post-docs (early/late)

-$100/110 faculty (early/late)

-Webform

-Finalize content/fields

-Set up payment options:

-Zach—bitcoin

-Tony will try to get into online banking in paypal

-otherwise Sara would need to do that

-GL coding: Tony will ask Marg

Registration opening and the call for abstracts

-Kelsy is making flyer

-Kate will type out email message