March 28 meeting notes

**Things to happen NOW-April 8:**

**Tony:**

-contact Marg about:

-activated list for housing

-cheap Guelph stuff

-adding posterboards to budget

-change timing of poster session

-confirm bank account with PayPal

-social media updates until registration closes

**Jamie:**

-make an invoice template

-update website with housing info when Tony get info about on campus housing

**Sara:**

-Booklet info: see Western’s final conference program pages Title Page through Page 11

**Richard:**

-prepare ads for booklet

-contact t-shirt guy about mugs and or reusable bags

**Kate:**

-continue to process abstracts/registrations

-continue to respond to emails

**Kelsy:**

-contact plenaries re:

-travel expenses (we should probably offer to reimburse a milage cost for Nicole and Jeff)

-accomodations (Nicole only—check if she wants to stay Thurs and or Fri nights in Guelph)

-dinner Friday night

-when they are scheduled to speak:

-Thursday night: Hafiz Maherali (Guelph)

-Friday morning: Nicole Mideo (UoT)

-Friday afternoon: Jeff Galef (McMaster)

-Saturday afternoon: Amy Newman (Guelph)

-talk abstracts

-get plenary gifts

-organize student prizes (in coordination with Tony and Sara regarding the budget)

**April 7—registration closes**

**April 8-April 14:**

-talk and poster scheduling: **Kate**, **Kelsy**, **Richard**, potentially **Sara**

-confirm w/ anyone who requested a talk and a poster or two posters if necessary

-finalize budget: **Tony** and **Sara**

-finalize and place t-shirt order: **Richard**

-make list of GL coding sources from registrants for Conference services: **Kate**

**April 15**:

-send out abstracts for review: **Kate**

-\*\*this will serve as a confirmation of presentation type with people who didn’t have a set preference

**April 15-22**:

-decide who is going to dinner with the plenaries on Friday night

-finalize conference packet

-finalize what is going in each registrant’s packet:

-folder

-two name tags (one printed on folder, one in name tag holder)

-drink tickets and or meal cards

-printed program

-participant receipts

-parking info

-pen

-t-shirt if ordered

-bag?

-mug?

-finalize volunteer schedule: **Kate**

**April 17**:

-contract due to conference services: **Tony**

**April 22**:

-send printing to Staples: **Heather**

-purchase and print name tag labels: **Kate**

**May 1-5**:

-conference packet assembly: everyone, with help from volunteers

-last minute tasks

**May 2**:

-make reservation at OX: **Heather**

**May 8-10**: OE3C!