Meeting minutes Jan 10

1. Sponsor updates
   1. Personal updates:
      1. Tony: Meeting with GSA on April 7 (earliest possible date). Possibly to get $500
      2. Richard: Waiting to hear back from Alumi Association; will follow up
      3. Sara: waiting to hear back from CSHAS; waiting to receive cheque from Psyc Dept; will follow up with both
      4. Kelsy/Richard: looking into IBNS
   2. Cheques to be made out to “OE3C 2014”. If sponsors need to mail the cheque to an address, please mail to Sara’s home address:
      1. 103 Janefield Avenue, Guelph, ON, N1G 2L4
2. Advertising
   1. Save the date announcement
      1. Sara will put a list of Universities and departments that we need to contact
         1. Once list is up, please sign up to contact some Uni departments
      2. Save the date to be sent out by Jan 24
      3. Kelsy said she has a draft of the Save the date announcement
      4. Basic website to be up by Jan 24 so that url can be included in announcement
   2. Call for abstracts will be sent out on same day that registration opens: Feb 28
3. Preparation for registration
   1. Things to be done after registration is complete:
      1. Organize talk/poster sessions
      2. Make program
      3. Put together program packages
   2. Registration: Feb 28- April 7
      1. Early Reg: Feb 28 – 21
      2. Late Reg: Mar 21 – Apr 7
      3. Costs for early/late TBD at a later date
      4. If needed, can extend registration until Apr 14
4. Website
   1. Jamie to send templates to committee sometime soon; will also let us know about additional tasks if help needed
   2. Full website to be up and running by Feb 28
5. Conference site
   1. Tony to talk to Marg about which parking lots will be used, and find out about hotel packages.
      1. So far lowest cost option for hotel is Best Western. Tony will also look into group rates for Delta
   2. Kelsy to give firm directions to attendees closer to conference date (directions from London, Hamilton, KW, and TO)