Contact plenaries re:

* Accommodation
* Schedule (Sarah)
* Out for dinner?
* Send in abstract

Package for plenaries – 1-2 WKS BEFORE CONFERENCE

* Preliminary program
* Invitation to dinner at Ox (location, map)
* Hotel details (Mideo)
* Directions to Guelph, parking (Mideo, Galef)

Package for plenaries – AT CONFERENCE

* Program
* Name tag
* Invitation to dinner at Ox (location, map)
* Parking pass (Mideo, Galef)

Talks

* Thurs PM - Maherali
* Fri Mideo AM, Galef PM
* Sat PM Newman

Contact Nicole Mideo – Thurs evening – Sat? – book hotel

Fri evening – plenary dinner – Ox

Make reservation

Pay for plenaries, for ourselves, for other grad students? Profs last priority

Budget for plenary gifts

Budget for student awards/prizes

Budget for plenary dinner

-contact plenaries re:

-travel expenses (we should probably offer to reimburse a mileage 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 (due Mon 21 April at the latest – must send program out for printing 22 April)

-get plenary gifts

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

Hi Dr. Mideo,

Thank you again for agreeing to speak at this year’s Ontario Ecology, Ethology, and Evolution Colloquium at the University of Guelph. We look forward to meeting with you!

We are currently working on a preliminary program and general schedule, which I will forward to you as soon as possible. As of now, we have you scheduled to speak the morning of Friday, May 9th, from 9:00am-10:00am. Please plan for a 45-minute presentation, leaving 10-15 minutes for questions. At your earliest convenience, please send me an abstract or brief description of your talk for inclusion in the conference program (aim for 250-300 words).

We would also like to offer you accommodation in the Delta Hotel, just a few minutes’ walk or drive from the conference venue. Please let me know whether you would like to attend all three days of the conference, and I will book a room for you accordingly. We will also provide you with a parking pass for Friday and cover your travel costs to Guelph.

Finally, we would like to invite you to an appreciation dinner for the plenary speakers. It will be the evening of Friday, May 9th at Ox, downtown Guelph. I hope you will be able to attend!

Please don’t hesitate to contact me with any questions or concerns. I realize it is a lot of information all at once!

Kelsy Ervin

*OE3C Organizing Committee member & Plenary Coordinator*

*OE3C2014@gmail.com*

Hi Dr. Galef,

Thank you again for agreeing to speak at this year’s Ontario Ecology, Ethology, and Evolution Colloquium at the University of Guelph. We look forward to meeting with you!

We are currently working on a preliminary program and general schedule, which I will forward to you as soon as possible. As of now, we have you scheduled to speak Friday, May 9th in the afternoon from around 3:00-4:00pm. Please plan for a 45-minute presentation, leaving 10-15 minutes for questions. At your earliest convenience, please send me an abstract or brief description of your talk for inclusion in the conference program (aim for 250-300 words).

I understand that you have made a reservation at …

**Hotel??**

We will of course cover the cost of your stay. We will also provide you with a parking pass for Friday and cover your travel costs to Guelph.

Finally, we would like to invite you to an appreciation dinner for the plenary speakers. It will be the evening of Friday, May 9th at Ox, downtown Guelph. I hope you will be able to attend!

Please don’t hesitate to contact me with any questions or concerns. I realize it is a lot of information all at once!

Kelsy Ervin

*OE3C Organizing Committee member & Plenary Coordinator*

*OE3C2014@gmail.com*

Hi Dr. Maherali,

Thank you again for agreeing to speak at this year’s Ontario Ecology, Ethology, and Evolution Colloquium at the University of Guelph. We look forward to meeting with you!

We are currently working on a preliminary program and general schedule, which I will forward to you as soon as possible. As of now, we have you scheduled to speak the evening of Thursday, May 8th, from 7:00-8:00pm. Please plan for a 45-minute presentation, leaving 10-15 minutes for questions. At your earliest convenience, please send me an abstract or brief description of your talk for inclusion in the conference program (aim for 250-300 words).

Finally, we would like to invite you to an appreciation dinner for the plenary speakers. It will be the evening of Friday, May 9th at Ox, downtown Guelph. I hope you will be able to attend!

Please don’t hesitate to contact me with any questions or concerns.

Kelsy Ervin

*OE3C Organizing Committee member & Plenary Coordinator*

*OE3C2014@gmail.com*

Hi Dr. Newman,

Thank you again for agreeing to speak at this year’s Ontario Ecology, Ethology, and Evolution Colloquium at the University of Guelph. We look forward to meeting with you!

We are currently working on a preliminary program and general schedule, which I will forward to you as soon as possible. As of now, we have you scheduled to speak Saturday, May 10th, in the afternoon from around 3:00-4:00pm. Please plan for a 45-minute presentation, leaving 10-15 minutes for questions. At your earliest convenience, please send me an abstract or brief description of your talk for inclusion in the conference program (aim for 250-300 words).

Finally, we would like to invite you to an appreciation dinner for the plenary speakers. It will be the evening of Friday, May 9th at Ox, downtown Guelph. I hope you will be able to attend!

Please don’t hesitate to contact me with any questions or concerns.

Kelsy Ervin

*OE3C Organizing Committee member & Plenary Coordinator*

*OE3C2014@gmail.com*