**Programming and Communications Co-ordinators**

1. Create a list of potential ideas for presentation venues, student accommodations, and food/coffee for the conference.
   1. Present ideas to organizing group and decide best options
   2. With co-organizers take care of booking all venues
   3. Also look into necessary equipment (AV, poster boards, etc.)
2. Work with the IT/Communications team to get a call for participation ready.
3. Organize conference schedule
   1. Once plenary speakers are set and participants begin to register come up with rough schedule for conference (ie: session topics, break times, poster session etc).
   2. Finalize schedule after presentation to co-organizers and organizing committee
4. Work with IT/Communications team to put together a program once conference schedule is finalized

**Plenary Committee**

1. Decide on Plenary Speakers
   1. 4 Speakers in total (1 from U of T, 1 for each E – would like one to be non-academic)
   2. Choose how best to get a list of potential plenary speakers (we can solicit from the department, or just among the organizers).
   3. I would suggest that the organizers decide together how to rank our most preferred speakers
2. Inviting Speakers
   1. Get contact information (this might be more difficult for the non-academic speaker. I imagine a lot more people contact Bob McDonald about things than faculty members, so this might be something that we need to investigate).
   2. Come up with letter of invitation (look at the Guelph 2014 conference example, but make it sound better)
3. Work with treasurer to come up with a budget for covering the costs of the plenary speakers
   1. We can offer to book them a flight and hotel or they can do that themselves but ensure them that we will obviously cover the costs (including mileage to get here).
   2. This includes figuring out best locations for them to stay
4. Plan their events
   1. In past years, a dinner for all of the plenary speakers and the organizers has occurred – this might be expensive. Obviously their meals will be covered, but maybe the other attendees won’t be? Limit the number of other attendees? Or limit it to the plenary organizers and the co-organizers?
   2. Make sure that we have a plan for them to get to UofT (shuttle from the airport, or someone to pick them up)
   3. Plan for their attendance of the conference (do we need to pick them up each day? Do we just let them make their way to and from?)
5. Organize a thank you gift packaged
   1. Look at past budgets to determine what/how much we should be spending on this

**Treasurer**

1. Prepare a detailed budget planning and control document for our own purposes, but also to submit to those who request it or those who we apply for funding from
2. Have budget approved by Co-Chairs and Fundraising Co-ordinator
3. Set up with one Co-Chair the bank account. Maintain account and manage all monies.

**Fundraising and Sponsorship Co-ordinators**

1. Create a list of possible sources of external funding and present list to organizing committee
   1. Sources do not have to be monetary. Could be a local resturant donating food.
   2. Additionally, create a list of ideas for things we could potentially offer sponsors in returns for their donations (ie: advertising space, ability to set up a booth, etc.)
2. Contact all sponsors
3. Prepare thank-you letters for those sponsors who assist us with the event

**Secretary**

1. Work with co-chair to prepare agenda for meeting and send out said agenda.
2. Maintain conference email
3. Assist other committees with thank-you letters and gifts (should they require assistance)
4. Take minutes during all meetings and send out those minutes following meetings.

**IT Committee**

1. Primary goal is to set up and maintain a presence online.
   1. Set up a webpage (you can talk to Ryan and others about getting it hosted through UofT or else you can look into how much a domain would cost to host for the year, or use a free service
   2. Set up and maintain a Twitter page, FB page and whatever else (Tinder?) and regularly post things to attract attention and try and garner excitement
   3. Upload documents to the webpage as they are prepared
2. Figure out how to set up a paypal account and integrate this into the webpage to collect registration info/payment
   1. I think maybe organizing and distributing receipts might also fit into this committee (but this can be clarified with others first)
3. Also be involved in other advertising
   1. Help develop posters / conference logo / nametags
   2. Work in conjunction with programming and communications co-ordinators to put together program

**Social Committee**

1. Organize the Friday night social
   1. Do we simply want to go to a bar (like the GSU) or perhaps we can try and solicit sponsorship from local breweries to get us cheap beer (This would add additional complications including needing to find a venue to host and getting it licenced to serve alcohol, but it has been done in the past). Someone also mentioned something about the ROM. Might be expensive, but something to look into
   2. Should we think about giving drink tickets for the weekend? (perhaps 4 drink tickets for the weekend after which participants need to pay for their own alcohol).
   3. Food at the social? Is it going to be a real dinner or just finger foods? (I think finger foods will be a better idea, but I’m not 100% sure)
2. Poster session
   1. I remember at Guelph there were a few fun things at the poster session including a wheel with numbers to determine which poster to see – It made the poster session more fun – Maybe we can come up with some ideas like this?
   2. Organize drinks at the poster session
   3. Organize an event after the poster session
      1. – This could be much less work and money than the Friday night social. We could just reserve a bar (off campus maybe?) and everyone will be expected to pay for their own drinks.
3. Organize an Outing (?)
   1. Maybe a tour of the ROM collections, or going to the Aquarium. I think this should be done on the afternoon of the first day (before the social)