Exit Report - Template

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| Name | Programming and Communications Team |
| Contact email: | shannon.meadleydunphy@mail.utoronto.ca |
| Task/Role | - Room Bookings / Space Management / Accommodations |

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| Describe your role/task: In charge of selecting locations for conference events, booking those events, and coordinating places for out of town guests to say. |

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| What did you wish you had known beforehand? | List important info or decisions you may have to know in order to complete your task/role. For example, you can’t start fundraising until you have a budget. |

We had a lot of difficult communicating with the U of T’s Academic and Campus Events (ACE) to organize the room bookings. ACE refused to speak to us (as students) requiring an administrative departmental contact, this made things more difficult overall. Additionally after we initially booked the spaces that we wanted to use, one room was removed from the OE3C bookings without us being notified. It also was unclear whether we had to book the AV systems separately, and after the conference IT tried to get us to pay for their free services. The amount we were supposed to pay for the rooms bookings was also unclear, and last minute before the conference they charged us additional fees (e.g. for security). In the end all fees were later dropped and we ended up (very unexpectedly) not paying for the rooms at all as a student group.

Additionally we held OE3C in a very open and public space on U of T’s downtown campus, which meant that anyone (both other students, and folks off the street) were able to walk through our main area. This resulted in a lot of unanticipated PR issues, mainly involving the food (people will just walk up and take it). When choosing a location, public access may be something to consider in order to limit the number of undesirable interactions.

Although the difficulties we had were hopefully institution-specific, it may be useful to be aware of some of the above potential problems. We would also recommend designating one person to be the main point of contact with the space management office who will keep on top the bookings to notice unsuspecting changes (like when you get kicked out of a room without be notified).

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| Contacts | List the organization/companies/individuals you contacted to complete your task. Would you contact those individuals again? If not, why and do you have suggestions for may have been a better choice? |

We contacted the office in charge of space allocation at the University of Toronto, and also respective offices for colleges and other smaller entities within the university. Please find the equivalent at your university. For accommodation, student residences are an excellent option in early May, since most students have left for the summer.

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| What worked? | List the things that made your task easier, or resulted in it being a success. |

Going in person to look at the various rooms first to see if they met our space requirements and then inquiring about booking is a good practice. It allows for first having a good idea of what you want before interacting with the booking office. For residences we selected an option close to where the conference was being held, so that attendants from out of town would be less likely to get lost.

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| What didn’t work? | List the things that you would change or do differently to save yourself time/energy/$ if you had to do the task again. |

We encountered some resistance in making booking early, but we would highly recommend that you do so nonetheless.

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| Give a general timeline to completing the task. | Give general dates for around when milestones on your task were completed. You can make suggestions about if you thought you did this too late/too early. |

We scoped out locations in late October, reported back to the main organizing committee, and had bookings in place in late November.

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| Do you have any online accounts or account information to pass along? | Give id and passwords for account you may have used and the next group could take over (Facebook, Twitter, etc.). |

**N/A**

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| Future Goals | If you could do this task over again, what do you think are reasonable goals that would be achievable? |

Selection of locations is largely institutional dependent. However, we recommend medium sized rooms (for concurrent sessions) and one large room (for plenaries) close to some sort of atrium (for posters and snacks).

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| Other comments | List any other useful information that the previous questions may not have answered. |

We booked all of our rooms within the same building, relatively close to each other. Having all events close to each other proved to make organization simpler. It also ensured attendees did not have to go too far when moving between sessions and talks (ensuring no one got lost).