Exit Report – Social Events

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| Name | Charlotte de Keyzer |
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| Task/Role | Social Events Coordinator |

Just leave a section blank if you don’t feel the question applies to your task.

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| Describe your role/task: Plan and advertise social events for the conference. We had a welcoming Thursday night social at the Graduate Student Union Pub and volunteer sign-up dinners on Friday night after the poster session. Events were announced to attendees prior to the conference via e-mail. Interest in social events was gauged with a Google Forms survey. |

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| What did you wish you had known beforehand? | I wish we had known that the ROM coupons we were given gave free entrance to the Friday Night Live event. It also would have been good to have a better idea of the budget for drinks prior to deciding number of drink tickets per attendee. We ended up being under budget with the drink tickets, so we could have given more to each attendee |

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| Contacts | We contacted various local restaurants around campus to make reservations for 6 people for dinners on Friday. |

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| What worked? | Using a Google Form was an effective way to gauge interest in the social events. This allowed us to prioritize money being spent on food and drinks at social events vs. poster session. |

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| What didn’t work? | The dinners were less well attended than we had anticipated. This wasn’t a big problem as we were able to cancel reservations about 1.5 hours in advance if no one had signed up for them at the poster session |

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| Give a general timeline to completing the task. | Most of the social event organizing took place a couple weeks before the conference after we had sent out the Google Form to gauge interest. About a month in advance the pub was reserved for the Thursday social. All restaurants reservations were made the week prior to the conference. |

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| Do you have any online accounts or account information to pass along? | N/A. |

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| Future Goals | I would have stuck with the original plan to have the Friday night social at the ROM. This is a unique event to Toronto and I think a lot of conference goers would have liked to attend this event had they been given more notice. Since OE3C occurs at a different place each year, my advice to future organizers is to try and plan social events that are unique to your university or city; I think this is the best way to get people out mingling. |

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| Other comments | N/A |