SUS Conference Committee Meeting Minutes

DATE: September 21, 2017 | TIME: 7-8pm | Abdul Ladha Rm #103

- Ice breakers
- Discuss theme
  - Networking in science, professional development, health & wellness
  - Professional environment but still fun
  - Centered around workshops
  - Learning AND doing
  - January 20th
  - How can we play on the theme to make it obviously networking related?
  - Some ideas (credit to Kennedy!) where stand-alone words: Kinetics (play on connect), Velocity, Momentum
    - One word type of thing
    - Catch phrase underneath?
    - Momentum
    - Ignite
    - Horizon
    - Synthesize
  - Once we have a theme for conference, everything else becomes easier. Workshops/events will play on the overall theme.

- Clear descriptions for the roles, assign roles
  - Logistics and Budget - Mary & Eunice
    - Dealing with finances, making sure we have enough money to do the things we want to do, finalizing the amount of we charge, making sure all the money is received
    - Work with the other teams to ensure that budget is allocated properly
    - Working on the food budget --what kind of food we’ll be having, how much
    - Nitty gritty detail (ie: making the schedule), the fine combing
  - Workshops general programming - Katie & Fenny & Michelle
    - Will plan/finalize the workshop activities, get people to run these workshops
    - Ensure that there’s an obvious purpose to the workshops, making sure that they’re interesting and something students can engage in
    - Work on other activities that will happen throughout the day ("filler" activities, breaks)
- Will be working closely with the External Portfolio for Professional Development workshop planning
- Contacting careers
- Marketing and sponsorship - Joon
  - Potentially creating a promo video, posters
  - Running social media accounts (snapchat, instagram, facebook posts, etc)?
  - Getting sponsors (portfolio which works with getting sponsors)
- Work with logistics & budget to get participants / try get target # (100-150)
- Will be working closely with the Communications and External Portfolio to connect with Graphics and Sponsorship coordinators.
- Will not necessarily have to create marketing material and find sponsors (as we have committees that do this, but we can if we want)
- This role can act more as a liaison

- Conference Activities
  - 1-7pm January 20th
  - Refreshments and networking
  - Panel
  - Workshop ideas - diff careers in science and stress relief
  - Head shots

- **Potential keynote speakers:**
  - Bill Nye (ambitious)
  - Anna Makosinski
  - Students but prof
  - Kayli Johnson
  - David Suzuki
  - Jane Goodall
  - Dr. Santa Ono

- **Go over the email:**
  - Conference@sus.ubc.ca
  - Pass: CONFERENCE2017
- Use the email for anything regarding conference, share any documents with the email or post it on google drive directly using the email
- Going over timeline:
  - meeting 1 - Brainstorming
  - meeting 2 - solidify theme, communicate with possible key note speakers
  - meeting 3 - solidify workshop ideas
  - meeting 4 - solidify activities, timeline of the day
  - Meeting 5 - finalize catering and budget requirements

- Marketing
  - Post a survey to see what people want to see
  - Use clipboard survey data
  - Raffle for something?

- To do:
  - Draft email to send to keynote speaker (Mary)