SUS Conference Committee Meeting Minutes
DATE: October 4, 2017 | TIME: 5-6pm | Abdul Ladha Rm #103

Present:
- Everyone else

Regrets:
- Jen

1) Finalize theme
   a) Talk to **graphics/marketing**
      i) Which logo are we going to end up using?
         (1) Flame
         (2) Light bulb
         (3) Candle
         (4) Sparks
   b) Theme: ignite
   c) Catchphrase: Light up your future.

2) Talk to SUS Careers **(Workshops Programming)** → email Jim and Farhan directly, don’t bother Cathy
   a) Under external portfolio people deal with the Pro-D stuff
   b) Send them an email: careers@sus.ubc.ca
      i) “We’re from conference… start thinking about work shop ideas…”
      ii) General overview of what kind of workshops we want
         (1) Overall theme
      iii) They go and find the people to put on the workshops

3) **(Logistics and Budget)** Email draft for keynote speaker
   a) Mary? (have this done ASAP, and upload the template in the drive → Logistics and Budget Folder)
      i) Describe the conference, brief
   b) Start contacting keynote speakers
      i) Decide who we are going to contact/how we plan on contacting them
      ii) Anne Makasinski
      iii) David Suzuki
      iv) Santa Ono
      v) Someone from science world
      vi)
4) Timeline→ have everything finished by November (December break)
   a) Want to start marketing ASAP→ send out a “save the date” asap
   b) SLC exactly a week before us and need to decide how best to market to avoid competing with them and appeal to our potential conference attendees; how do we differentiate our conference from SLC
5) Venue→ RHLAC?
   a) Trying to set up in-person meeting with Nicole Carron at RHLAC (Conference email has been cc’ed on emails correspondence)
6) General things to discuss:
   a) Remind everyone to provide feedback or review when things are shared on chat, or posted on the drive
   b) Communicate with the other people they are working with in and out of meetings. We will be having work meetings and regular meetings.