SUS Careers and Professional Development Committee Meeting
02/07/18 | 18:30 | Abdul Ladha Rm #104

I. Attendance

Present: Cathy, Avril, Kip, Lee, Alisa, Alyssa, Farhan, Jim, Liheng
Absent: Thomas, Morris, Judy

Agenda Items

Things to discuss in today’s meeting

1) Panelists update
   a) We have enough!
   b) YK, Roy, Herman, Nicole, Milah, smo from Triton confirmed
   c) Remember to send them the panelist registration form in email templates (NOT the company regi form)

2) Companies: we currently have 16 + SUS!
   - New companies: include a deadline of **Feb 14th** to respond by in the email
   - Tech Resources (Farhan)
     - No because they have too much already

3) Tech Fair companies (Avril)
   a) No

4) Send registration forms

Logistics

Name tags
- Companies and volunteers
- 2 day window needed
- Will deliver 3:30 pm
- Allison MAY have lanyards, but will need to ask from SLC
  - Need them for companies, us, and volunteers
  - Can’t guarantee that we’ll get them
- How many do we need and who gets one?
  - Not for volunteers, wear stickers instead
  - Need 11 for us

Coat check materials from Salmon’s or A&B rentals or Rowe (maybe)
- Can do raffle tickets, need coat hangers
- Probably won’t advertise it publically
Projectors can be used to showcase companies and panelists
- Get hdmi and vga adaptors
  - Can borrow from CSI&C
- Should test sound first if we use mics, test well before day of
  - May need microphones for some ppl ($50 rental)
  - Offer it as an option
- Meet with Allison at LSC next Thurs at 12pm (tentative)
- Building walkthrough on 28th?
- Put panelists/company emails on the big screen while ppl are waiting
Cathy: ask how sound setup works in LSC 3

Finalize the timeline, take into account when is a reasonable time to start setting up
https://docs.google.com/document/d/1uHDGYJOi9ns6zlGqU07nhhqYTLcsXk08S_t5xzrVO2Q/edit
  ● We need people to arrive before the volunteers/Rowe Events get here

Catering
  ● Keep it under or around $600

HR
Arrivals
  ● Allison will come 5-6:30
  ● Panelists at 5, reps at 5:30
SCI Fair volunteer training: Feb 25 (4-5)
  ● Allison could do a walkthrough of the iPADs with Cathy and Jim on the 15th, so we can
give them training on the 25th

Marketing
- Distillation: ask Erin which dates are most effective (Feb 14, and pick either 21 or 28)
  - FB spam during reading break
- Brochure
  ● Marketing will build it
  ● Allison has a set of questions that students can ask people
- Facebook Event
- Distillation; latest Feb 6, post Feb 14, 21
- Brochure - Feb 23 (end of reading break)
- Poster (our promotional picture) on SUS group
- Calendar: find out pricing at Staples
- **Company highlights: Feb 13, 16, 19**
- Panelists: Feb 21-25
Timeline: [https://docs.google.com/document/d/1ffUL3WMq4HPxgcXirgf59OR4rFnIWyNGZ2PpDHGb kW/edit](https://docs.google.com/document/d/1ffUL3WMq4HPxgcXirgf59OR4rFnIWyNGZ2PpDHGb kW/edit)

Later Tasks Actual Event
- Layout for the event
- sound systems *Alisa*
- Follow up with catering (Morris)
- catering (buy drinks and cups a week before), food for the company and volunteers (find out how many people there are) *Alisa*
  - 550$ for catering, 330 for coffee and drinks
  - How many volunteers
- Follow up with Rowe events
  - what time they need to be here, how many tables they have to set up *Morris*
- name tags (a week before)
  - write out students and companies names
- make signs like washroom, companies, rooms, volunteer lounge

Action Items
- Alyssa: send PANELIST email to Beaty, Co op
- Farhan: contact Golder, KCB, and Stantec Consulting Ltd.
- Jim: Connect with Morris regarding coat check
- Cathy: will talk to FYC
- Alisa: email keynote

Action items from last week:
- Send out registration forms to the companies
- Farhan: figure out Mar 1 availability, go to teck resources
- Judy: email parks Canada
- Avril: call tech companies again
- Alisa: call again for cancer/icbc, catering options ~40-50 people
- Cathy and Jim will meet with Allison Wed Feb 7 (3-4)
  - Nametags or lanyards
- Kipling: will post in ISCI 300
- Lee and Alyssa: Facebook event description ASAP, send to marketing
  - Captions for all the posts
- Judy, liheng: make SNN google form
  - Add ‘ we will contact you if we think you’re a good fit’
  - Released on feb 15
  - Cap at 20
- Name, contact email, job position, fun fact, major, year, brief summary of what you do at your job, picture
- Provide examples of jobs that we're looking for: work learn, RA, TA, peer tutor, food restriction