SUS Conference Committee Meeting Minutes

DATE: November 15, 2017 | TIME: 5-6pm | Abdul Ladha Rm #103

Present:
- Eunice, Mary, Joon, Michelle, Kavya, Kennedy

Regrets:
- Katie, Urim, Jen

1. Absences
   a. Please let everyone know a week in advance
   b. Unless you’re super sick :)

2. Conference Master Doc
   a. Dates of things and timeline of events
   b. Last big task: Dec 1
   c. Update this as you go!
   d. Joon - conference sponsorship package looks good, some parts look awkward

3. Networking Session
   a. Possibly just a bonus
   b. Time for people to chill with refreshments after workshops
   c. Get at least ~5 people for them to be able to speak/mingle
   d. If we don’t have this session, it’s not the end of the world
   e. Deadline: Nov 22nd
   f. Role: come in and talk to students about what they do, how they got there
   g. Start thinking about alternatives:
      i. LinkedIn headshots
      ii. 1 hour break

4. Swag bags
   a. Rushimprint.ca
      i. Custom made things
   b. Vistaprint
i. 60% off!

c. Pens, USB’s, Notebooks, T-shirts, water bottles, keychains/lanyards (I SUPPORT LANYARDS!!! 10/10 -Mary), stick-on phone wallets (SUS?), bag of some sort (tote bag style) → rushimprint or vistaprint
   i. Customize for Conference with a logo


5. Food
   a. Jen talking to head person and hopefully getting a deal

6. Ticketing
https://www.eventbrite.ca/organizer/essentials