CONFERENCE WORK MEETING

Michelle and Katie: WORKSHOPS
- Review the main workshops document:
  https://docs.google.com/document/d/1G-FB4Zetus-F1OOG38caSDn2ae1eu85 FOXwh40PWEk/edit
  - We want to cut down the amount of workshops. Instead of providing 4 options at each time slot, provide 3 options. (2 pro-d + 1 hewe)
- Decide which workshops to cut-out, which ones to keep, and reformat the schedule
- New workshop added: Research
  - Add it to the workshops document. This workshop will be run by grad students and the idea is to have the grad students talk about their research involvement, how students can find PI’s, etc.
- Format an email template to contact the grad students, tell them about the workshop
- Send emails out to the grad students
- Send a request to health & wellness for the HeWe workshops
- Start Volunteer Schedule (if time permits)

*check everything off from under Events on the conference master doc*

LOGISTICS: MARY, KIRAN
- Finalize swag items (have exact links, post them in a new doc)
  - Remember: one of these items can be covered by a sponsor, who is willing to cover ~ $300/400 worth of that particular item.
  150 of each item- sus and ignite
  - Figure out a raffle system. The raffle is intended to provide incentive for people to come, so we should have some good prizes. (Ex: BizTech had 2 google homes, 3 pairs of beats, etc)
    - Figure out how many raffles/prizes we want, how do people enter?
      - Ex: biztech had the first 20 people who bought a ticket be entered into a separate raffle with a really good prize. We can have something similar? Like the first 20 people to buy their tickets will be automatically entered to win a beats pill/headphones!
- Add all of these items onto the budget spreadsheet on the master doc.
- Finalize ticketing prices
- We are lowering the price from $20 to $15 and early bird is $10. Also, finalize SUS member discount (same as early bird discount?)

- **Catering**

**EUNICE:**
- Altering the colour scheme of the poster a little bit
- Possibly creating multiple posters (the same image, just 1 thing that’s different) for promotional purposes
- Swag items with Mary + Kiran (secondary to graphics)

**JOON, URIM:**
- Search other keynote speakers that we can contact. Look for ~5 people (CEO’s of companies, UBC science alum that are in the professional field right now, or anyone who’s established in the vancouver area)
- Send out an email to those individuals: tell them what conference is about, what the theme of their speech should be around, the time of the talk (they have a 30 minute window, so anywhere from around 10-30 minutes max), how we can negotiate compensation
- Plan out a promotional video (~1 to 2 minutes long), decide the theme for the promotional video, what kind of people you want in it, fill in request for videographer