1. **Catering**
   - Has a meeting been arranged to discuss catering options/final cost?

2. **Networkers**
   - Still only have one response
   - * do this in meeting * Send follow-up emails (when emailing make sure the signature is there, be sure to add your name and not just conference committee)
   - Discuss the potential of having to do in-person visits/requests

Hi,

I hope you are doing well, I just wanted to follow-up on my previous email requesting your attendance at the UBC Science Undergraduate Society’s IGNITE 2018, a student-led professional development conference. If you are interested in this wonderful opportunity to interact with and inspire students whom are interested in your career paths, please let us know by Monday, November 13th, 2017. We would love your attendance at our event!

Sincerely,

UBC SUS Conference Committee

3. **Sponsorship**
   - Has there been any response from sponsors?
   - Swag items
     - Rushimprint

4. **Logo**
   - Evaluate the *updated* poster, see if we can finalize this option
   - Any final adjustments
   - Do we need the graphic designers help?