DATE: January 8, 2018 | TIME: 5-6pm | Abdul Ladha Rm #103

1. Overview of conference so far (official timeline of the day, networking session change)
2. Committee member roles during day of conference
   a. Someone make an end-of-day survey → make incentive to fill it out

3. Decorations for RHLAC Dinner Social, photo-booth + “IGNITE” banner (budget: $150)
   a. Who wants to be responsible? → Mary and Eunice
      i. Roles: design, purchase the items.

4. TEN PERSON QUOTA. Need to finalize numbers by the 12th!

5. Classroom visits (pair members up together)
   https://docs.google.com/spreadsheets/d/1ADbj3DTR0pEMSN0JfpfIAhxvMMtX3e-6lHAhUEDSBc/edit#gid=0

6. In-person Ticket Sales

7. Giveaway situation -- (Joon and Urim).
   a. Close the SUS ticket giveaway, and open a new giveaway on the IGNITE event page
   b. Come up with an idea to make this post unique (ex: “comment a science pun and enter to win a free ticket to IGNITE 2018”) → giveaway prize: google home mini
   c. Create post on SUS page linking to IGNITE event page
      i. Release post tomorrow.
   d. Emphasize that they have to attend the Conference to receive their prize

8. Designs (Eunice)
   a. Inverted lanyards for staff and networkers
   b. Banner
   c. Snapchat filter → Show Communications

SATURDAY THE 13TH:
- 3:00 PM meet @ LADHA
- Goodie bag assembling, printing posters, printing tags
- Michelle, Katie, Urim, Jennifer, Joon
- Purchase decorations, pick up banner (Party City/Costco/ Staples)
  - Kennedy, Mary, Eunice, Kavya
- Dinner: POINT GRILL

1) Follow-up with speakers
   a) Length and what they need

2) Workshops!!!
   a) HeWe (3) is good to go
   b) Pro-D?!?!?!?!?!?!
      i) Meetings with Careers
   c) Follow up with workshop leaders to see what they need (AV etc.)
   d) NOW→ interview skills, online presence (only 1 per hr, same person hosting the workshops)
   e) GET Cathy to contact Allison for another workshop
   f) EMAIL workshops hosts for description of workshop and ask if they need anything→ need to know set-up time so we can incorporate workshop turnover time

3) Venue
   a) Request tables and stuff
   b) Decor

4) Networking→ all good
   a) Who’s coming, who’s confirmed
   b) How are we preparing them
   c) Details to provide them with
   d) Food for them
   e) Tokens of appreciation

5) Food
   a) How are we doing refreshments

6) Pack goodie bags
   a) Bag, pen, clipboard, notebook, lanyard

7) Video + Stock Video

8) Detailed schedule for the day

TO DOs!!!
- Respond to Amber’s RHLAC email questions ✔
- Detailed Committee Schedule for Conference-Day ✔
- Disclaimer about no Coat or Bag Check→ include in reservation form, will be provided with goodie bag that has pen and notebook if they want to take notes
- Pay for drink refreshments during the day→ water and coffee only ✔
- Popcorn serving→ think about efficiency (enough volunteers to put 1 there)
- Workshop presenters to arrive at least 30mins before scheduled time for setup
- Write workshop and speakers email
- Networkers need lanyards/nametags
- Volunteers...coordinate with HR...FYC?
- T-shirts for volunteers? Or do we need to instruct for dress code?
- Sponsorship→ incorporate their logos
- HDMI CABLES!!!!!!!
- SUS email follow up from mail merge
- Photobooth stuff→ props, who’s running it (photographers or us)
  - banner?
- Social media posts on Facebook→ free tickets contest post (get committee members to tag again so we can bring the post back onto people’s newsfeeds)
  - New contest for Google Home Mini
  - Make post on EVENT page linking/sharing the contest post on SUS page
  - Committee members PROMOTE PROMOTE PROMOTE!!!