LMPSU meeting on January 9th 2017

Conference updates:

* Lacking registrations (72)
* Aim to get at least 370 registrations
* Posters printing tomorrow
* Execs should share event and poster
* Discussion about emailing professors and student groups to advertise the conference to their classes
* First year professors (math and physics) and med school student union (uoft Meds) have not yet been approached
* Advertise the conference on all facebook groups once again, and emphasize that they should register in advance
* Discussion about food for event: sandwiches, greek food and other non-messy foods. Include dietary restrictions as well. Food voting planned for Friday (13th). Food includes breakfast (coffee and donuts), snacks and lunch (options listed in previous sentence).
* Individual speaker introductions: each speaker will be presented by a different person
* Each person should write an introduction in advance and send it to the co-presidents. Include name, title, short list of accomplishments, and area of research (biographies will be in the booklet. Make sure to paraphrase information from there). Include closing remarks for the previous speaker before introducing the next speaker and provide honorarium.

Speaker introductions:

* Dr. Yasufuku introduced by Khalid.
* Dr. Forbes by Tsz Ying
* Dr. Hodaie by Negar
* Dr Tyrone David by Christian
* Dr. Kandel by Hilary
* Dr. Laflame by Yuhui
* Dr. Keshavjee by Ramana

Set-up discussion (subject to change):

* Start at 6 (two hours earlier)
* Khaled and Negar have AV responsibilities
* Christian, Khaled, Alan, Sudarshan and Ramana with table set-up responsibilities (two different areas with tables).
* Hilary and Stefan with poster set-up responsibilities
* Stefan, Yuhui, Michelle and Stephanie with registration responsibilities
* Ramana and Tzi Ying with breakfast responsibilities
* Khaled and Negar with garbage duties

Final remarks:

* Go to the talks if you can.
* There will be reserved rows for speakers and execs.
* At least 2 execs should listen in to a talk at a time and prepare questions.