

Countdown to Congress Meeting - #4

University of Calgary – room SS-1339
Feb. 10, 2016 – 12:00 MDT

Agenda

Welcome & Roll Call

Upcoming Deadlines

- **February 19:** Deadline to submit your preliminary conference program (PDF)
- **February 26:** Deadline to submit Complimentary Guest Registrations Form
- **March 1:** Deadline to submit the Special Event Listing form

Congress Updates:

- Facebook group
- Room allocation timeline and opening of catering & AV requests
- Building names for Congress 2016
- Child care services
- Interdisciplinary symposia
- Cultural events

Discussion Topics:

- Preliminary conference programs
- Complimentary Guest Registrations Form

Wrap up - Question and answers

Please note that due to building security in the Dean's office, the access doors will lock promptly at 12:00. Therefore, we suggest that anyone attending the meeting in person arrive 10 minutes early.

Conference Teleconference Information:

Conference Dial-in Number:	1.866.261.6767
International Dial-in Number:	416.850.2050
Participant Code:	137106#