

MY GREAT LAKE, MY FUTURE

Student Conference

Event Planner

ACTION	TIMELINE	NOTES	EXAMPLE
Determine funding/budget	7 months PTE	Consider size of event, scope, location, timing and internal/partner capacity when establishing a budget and needs. Forecast for inflation if planning the previous year.	
Determine goals/objectives	6-7 months PTE	This includes: - learning objectives - size of event - event inclusions (speakers, learning sessions + curriculum etc.) - draft agenda	Example 1
Establish MOU/ roles	6-7 months PTE	Partner roles, funders roles, your role. Establish your internal roles after major roles are established.	
Confirm event date	6-7 months PTE	This may be changed if 'perfect' venue dictates it.	
Determine invitee list		This includes attendees, not necessarily session leads, speakers or panelists.	
Secure venue; site visit	5 months PTE	Venue choices should accommodate the number of attendees, but also support the ethos of the event. Consider catering options when selecting venue (e.g. Included? External providers allowed/required? Available within budget?) and "extras" such as wifi, parking, accessibility, projected construction etc.	Harbourfront Centre venues: http://www.harbourfrontcentre.com/whoware/venues/lakeside.cfm
Secure keynote speaker/ speakers	5 months PTE	Limit speakers to accommodate a full panel discussion and to suit the audience. Consider inviting important speakers to address the group at different points throughout the day so that addresses are balanced and not exhaustive to the students.	
Secure transportation	5 months PTE	Typically the final travel itinerary will not be required at time of booking; simply schedule transportation for the date of event; make deposit if required.	Example 2
Create + distribute Save The Dates	5 months PTE	Please consider your capacity to design and distribute this when developing your work-back plan.	Example 3
Book Photographer and Videographer	5 months PTE	Consider working with those who have experience capturing student-centered events.	

ACTION	TIMELINE	NOTES	EXAMPLE
Review catering options	4 months PTE	Menu can be selected in advance, but you will want to collect dietary restrictions once registration is completed. Request customized menu to fit budget if necessary. Consider how meals will be served.	Example 4
Seek out panelists + moderator (x 4 + 1)	4 months PTE	4 panelists are recommended, with an additional moderator. Adjust accordingly based on agenda/timeline. These should be industry experts that align with your goals/objectives	Example 5
Seek out hands-on session facilitators; develop sessions	4 months PTE	Taking into account your access to specialists, budget and regional considerations, develop up to 4 hands-on stations that offer students the opportunity to “do and see” jobs of varying experience and education levels within the environmental sector.	Example 6
Create rain plan for sessions	4 months PTE	Consider linking to hands-on sessions at conference. Contact teachers (as allowed) to discuss logistics of visit (e.g. date, length, location, prior knowledge).	
Develop pre-conference, in-class visit program for students (if applicable)	4 months PTE	(If applicable) Provide students with the information necessary to complete their presentation for the conference (e.g. – length, format, content etc.)	Example 7
Conduct pre-conference, in-class visits at schools	2-4 months PTE	Consider advertising parts that are both valuable and value-added for students (e.g. career information AND free lunch!)	Example 8
Create + distribute marketing pieces (poster)	3 months PTE		Example 3
Begin developing participant packages	2 months PTE	Consider including “fun freebies” in addition to your content package. (e.g. water bottles, backpacks, hats etc.)	Example 9
Establish due dates with teachers/partners for student/group/school registration	1-2 months PTE	Registration may require school board/parent permission forms in addition to your own registration requirements – ensure time for this. Collect dietary restrictions and media release forms at this time. Provide a “How best to prepare for the conference” document to teachers to be disseminated to students.	Example 10
Finalize agenda	>1 month PTE		Example 11
Send participant booklet to print	>1 month PTE	Flexible depending on quoted print time, agenda should be finalized.	
Finalize Participant package orders	>1 month PTE		Example 12
Create evaluations	>1 month PTE	Consider dissemination and collection as well as creating separate surveys for teachers and students.	Teachers: https://www.surveymonkey.com/r/7WTDCDM Students: https://www.surveymonkey.com/r/7WZPB6Y
Finalize registrations	>3week PTE	This will allow you to finalize menu and transport	

ACTION	TIMELINE	NOTES	EXAMPLE
Develop transport itinerary; finalize + pay balance	>2 weeks PTE	Unless the transport company has provided an alternative due date for this information.	
Collect invoices for supply coverage (if applicable)	2 weeks PTE	Allow enough for teachers to request coverage and provide invoicing.	
Finalize menu order	1-2 weeks PTE		Example 13
Begin packing participant packages	Week of event		
Assign team day-of roles	Week of event	Host, media person, logistics etc.	Example 14
Collect media releases (if not already collected)	Day-of event		

Enjoy the day! Stay available and flexible!

PTE = Prior To Event

Examples

A.4.4 Host Great Lakes SHSM Student Conference

Following through on the foundational Teachers' Symposium project held in 2013-14, as described in Section A.2 Background, the Recipient will host a Specialist High Skills Major (SHSM) Student Conference on Lake Ontario in May 2015, involving approximately 80 students and 20 teachers and Great Lakes professionals.

The purpose of the SHSM Student Conference is to build on the success of the Teachers Symposium event, and to create opportunities for Grades 11-12 SHSM students to explore their region's connections to their Great Lake. The conference will require students to work on a Great Lakes-focussed project during the school year, so the results of their work can be showcased during the event.

To prepare students for their participation in the conference, the Recipient will work with teachers to identify guest speakers for the classroom to help students deepen their awareness of their Great Lake's unique attributes (e.g., geography, history, culture, etc.) and to broaden their understanding of the issues currently facing the lake (e.g., invite a scientist to explain how excessive algae is formed and how it impacts ecosystem health).

The Recipient will write a report that will be posted on the Conservation Ontario website to document how the event was planned, what transpired and what was accomplished (i.e., the outcomes) as a way to encourage other conservation authorities to work with their local school boards to host similar Great Lakes educational events in the future. The report should also include advice from the participating school board partners and teachers to encourage other school boards to work with their local conservation authority, and host a similar Great Lakes-focussed event.

The conference will be documented by a videographer for future promotional and educational purposes. For example, it will be shared with school boards in the GTA, in particular, to document how the Project unfolded, and garner their interest in replicating the model in their own district. The completed video will be available online for students and teachers.

** DO NOT REPLY TO THIS EMAIL **

TORONTO AND REGION CONSERVATION
 [REDACTED]

** DO NOT REPLY TO THIS EMAIL **

TORONTO AND REGION CONSERVATION
 [REDACTED]

CONFIRMATION DATE	ORDERED BY	TAKEN BY	PURCHASE ORDER NO.	
05 FEB 15	[REDACTED]	BF		
Thank you for booking with Coach Canada/Trentway-Wagar Inc. Please review the following order. Your charter will operate as outlined below unless you advise our Charter Department of changes. When contacting our office, please refer to the above charter number and note this number on all further correspondence and on your cheque. Cost is subject to change based on actual services performed.				
	TYPE ROUND TRIP	REPORT TIME - 7:30	DATE	TIME
DEPART	NORTH YORK *BUS #1*		07 MAY 15	7:45
ARRIVE AT	TORONTO		07 MAY 15	9:00
DEPART	TBA @ 1 LESLIE STREET		07 MAY 15	15:15
ARRIVE AT	NORTH YORK		07 MAY 15	16:00
PICKUP POINTS				
TBA @ [REDACTED]	7:45- P/UP @ [REDACTED]			
[REDACTED]	9:00- [REDACTED]			
[REDACTED]	12:30- P/UP @ [REDACTED]			
	13:00- D/OFF @ 1 LESLIE STREET			
	15:15- P/UP @ 1 LESLIE ST			
	16:00- D/OFF @ [REDACTED]			
GENERAL INFORMATION	SEE SPECIAL INSTRUCTIONS			
QTY.	TYPE OF VEHICLE	TOTAL COST BEFORE G.S.T.		
1	56 PASSENGER HIGHWAY COACH	[REDACTED]		
		G.S.T.		
		[REDACTED]		
TRIP 1 OF 2	[REDACTED]	TOTAL COST INCLUDING G.S.T.		
		[REDACTED]		
ESTIMATED TIME OFF:				

CONFIRMATION DATE	ORDERED BY	TAKEN BY	PURCHASE ORDER NO.	
05 FEB 15	[REDACTED]	BF		
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	TYPE ROUND TRIP	REPORT TIME - 7:45	DATE	TIME
DEPART	NORTH YORK *BUS #2*		07 MAY 15	8:00
ARRIVE AT	TORONTO		07 MAY 15	9:00
DEPART	TBA @ 1 LESLIE STREET		07 MAY 15	15:15
ARRIVE AT	NORTH YORK		07 MAY 15	16:00
PICKUP POINTS				
TBA @ [REDACTED]	8:00- P/UP @ [REDACTED]			
[REDACTED]	9:00- [REDACTED]			
2. TORONTO- [REDACTED]	12:30- P/UP FR [REDACTED]			
3. TORONTO- [REDACTED]	13:00- D/OFF @ 1 LESLIE STREET			
	15:15- P/U @ 1 LESLIE STREET AND			
	RETURN TO ALL 3 [REDACTED] YOU			
	PICKED UP			
	16:00- APPROX. ARRIVAL AT LAST D/OFF			
	WHICH IS [REDACTED]			
GENERAL INFORMATION	SEE SPECIAL INSTRUCTIONS			
QTY.	TYPE OF VEHICLE	TOTAL COST BEFORE G.S.T.		
1	56 PASSENGER HIGHWAY COACH	[REDACTED]		
		G.S.T.		
		[REDACTED]		
TRIP 2 OF 2	[REDACTED]	TOTAL COST INCLUDING G.S.T.		
		[REDACTED]		
ESTIMATED TIME OFF:				

Save the date!

MY GREAT LAKE, MY FUTURE

Students Taking Action for Lake Ontario

When?

Thursday, May 7, 2015

Where?

**Harbourfront Centre
& Tommy Thompson Park**

A Reach Ahead opportunity for SHSM students who are passionate about the environment:

- Free registration and lunch
- Career paths panel discussion with sector experts
- Hands-on, field work at Tommy Thompson Park
- Meet other Toronto students Taking Action
- Transportation provided

Speak to your SHSM teacher to confirm your participation.

OurGreatLakes

SHSMEnviro

MyLakeOntario

This project has received funding support from the Government of Ontario. Such support does not indicate endorsement by the Government of Ontario of the contents of this material.



EVENT MENU / ESTIMATE

EVENT: Toronto & Region Conservation Authority
Great Lakes Student Conference
LAKESIDE TERRACE

DATE: MAY 7th, 2015 8 AM START

NUMBER OF GUESTS: 100

MENU:

CONTINENTAL BREAKFAST

ASSORTED BAGELS / CROISSANTS / MINI DANISHES / MUFFINS
YOGHURT
ASSORTED FRUIT PLATTERS
ASSORTED JAMS/CREAM CHEESE/PEANUT BUTTER ETC

BEVERAGES
COFFEE/ TEA/ FRUIT JUICE PITCHERS / WATER

LUNCH (ONLY ONE OPTION MUST BE CHOSEN):

OPTION 1:

GRILLED CHICKEN OR GRILLED VEGETABLE & CHEESE SANDWICHES

SERVED WITH POTATO SALAD

OPTION 2:

BEEF BURGER OR VEGGIE BURGER SERVED WITH FRIES AND CAESAR SALAD

OPTION 3:

ASSORTED PASTA SALADS (PESTO / GREEK / RANCH / SOUTH WESTERN)
VEGGIES & DIPS
HUMMUS & PITA PLATTERS

ALL LUNCH OPTIONS COME WITH:
ASSORTED COFFEE CAKES FOR DESSERT

COFFEE / TEA / JUICE PITCHERS / WATER



Industry Professionals Panelists

Moderator: CARMEN SCHLAMB

Professor of Environmental Studies, Seneca College

Carmen Schlamb is a professor of environmental studies with Seneca College's Centre for the Built Environment. She teaches courses in field ecology, environmental science and sustainability. Carmen holds a Masters of Education in Environmental Education and is currently working on her PhD in Educational Sustainability.

Panelist: THERESA MCCLENAGHAN

Counsel and Executive Director, Canadian Environmental Law Association

Theresa McClenaghan is Counsel and Executive Director at the Canadian Environmental Law Association. Theresa represents clients in environmental court cases and works on improvements to environmental laws in Canada.

Panelist: SUDHA SABANADESAN

Health Policy Specialist, Toronto Public Health

Sudha is a Health Policy Specialist at Toronto Public Health. She has more than 15 years of experience in advancing public health in Ontario for the municipal and federal governments. In her current role, Sudha provides leadership on policy matters related to the natural and built environment, including pollution, healthy buildings and neighbourhoods, land use planning and transportation. Sudha has volunteered for several community organizations to improve the wellbeing of all Torontonians and she actively contributes to professional associations in public service. Sudha holds an MSc degree from the University of Guelph and BSc degrees from U of T and Ryerson University.

Panelist: NICOLA CRAWHALL

Deputy Director, Great Lakes and St. Lawrence Cities Initiative

Nicola is the Deputy Director of the Great Lakes and St. Lawrence Cities Initiative, a coalition of over 110 Canadian and U.S. mayors representing over 17 million citizens, who work together to advance the protection, restoration and promotion of the Great Lakes and St. Lawrence Basin. Nicola has served as senior policy advisor to two Ontario Ministers of the Environment, and has also served as senior environmental policy advisor for the Association of Municipalities of Ontario.

As Deputy Director, Nicola is part of the senior management team that sets the strategic direction of the organization, liaises with the Board of Directors, does membership outreach and manages program delivery. She is responsible for the Green Cities program, which focuses on issues like stormwater, sustainable water management and climate change.

Panelist: GORD MACPHERSON

Associate Director of Restoration Projects, TRCA

The tireless Gord MacPherson is a TRCA veteran who has been with the organization for over 30 years. He's had his hand in the creation of some of the most spectacular green spaces in the GTA. Two of his favourites are cell one at Tommy Thompson Park and corner marsh, part of Duffins Marsh. When he's not building wildlife habitat for our wild critters, you can find Gord quietly fishing; some of his favourite places are right here in the big city.

May 7th

1:00pm-2:45pm @ Tommy Thompson Park

Two flip/flop activity Stations delivered by TRCA staff + others (2 groups of 40 students at each station).
Each activity will be 20 minutes with all students completing all activities.

Each Station will have two activities:

1) Bird and Water (Embayment D)

- Tern Shelter Building Activity and discussion on water fowl (20) – Environmental Technologist, Restoration Projects
- West Nile Virus and Public Health (20) – Technician – Environmental Monitoring and Data Management

2) Fish and Shoreline (Embayment C)

- (Dock) Fish Monitoring and viewing - discussion on fish and lake health (20) Senior Manager, Environmental Monitoring and Data Management
- Restoration site tour – discussion on TTP formation and restoration activities (20): Environmental Educator, Tommy Thompson Park

Pre-visit Agenda

For schools attending the Great Lakes Conference, May 7th 2015. Pre-visits to take place in February 2015.

Introduction An overview of the project and the partners involved, and an outline of the May 7 th conference	5 minutes
Great Lakes and Lake Ontario Presentation Brief presentation and introduction to Conservation Ontario interactive website	10 minutes
Water testing Students will use testing kits to test two samples of water, one from Lake Ontario and one from headwaters.	15 minutes
Action Project: video and discussion Show example of a student video presenting an eco project and discuss possibilities for their projects	10 minutes
Q & A	5 minutes

My Great Lakes Student Conference

Student Action Project: Guidelines for presentations

We are asking each group of students to make a short (5 minute) presentation describing an action project they have undertaken as a group, something that will have a positive impact on the Great Lakes in some way. Here are some guiding questions:

In what ways do I/we interact with the lakes? (Drinking water, waste water, recreation.....)

How might my/our actions negatively impact the lakes? Is there anything I/we could change?

How do the actions of my school or local community impact the lakes? Is there anything I / we can do to change this?

Action projects might fall into one of the following categories:

DOING something- for example, planting aquatic plants to help restore a wetland, investigating water quality in your area.....

EDUCATING somebody – for example, a poster campaign to make people aware of the damage caused by microbeads and how to avoid using them

Presentations should be:

- 5 minutes in length
- Presented by a group of 4-5 students
- Prepared in any form you like – PowerPoint, Prezi, video, dramatic presentation, song....
- Submitted to me by **April 30th** so that we can check and upload in time for the conference. (If yours is a dramatic or musical presentation, you need only submit a brief outline of what you plan to present by this date)

There will be a short Q&A session after each presentation.

Questions? Please don't hesitate to contact me.



MY GREAT LAKE, MY FUTURE

Students Taking Action for Lake Ontario

*Thursday, May 7, 2015
Harbourfront Centre and Tommy Thompson Park, Toronto*





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Dear Students,

We get our drinking water from the Great Lakes, we use them to power our manufacturing industry, to transport goods from other countries and around the region. We swim in their waters, we play on their beaches, we eat fish that the lakes have nurtured. Yet, how many of us ever give them a second thought?

It is with excitement that we welcome you to the first annual *My Great Lake, My Future* Student Conference for Lake Ontario! We invite you to get to know your Lake Ontario, find out how amazing it is, how threatened it is and think about what role you can play in keeping it GREAT.

Today is for you—the young, passionate, environmentalist who wants to make a difference, who knows they can, will and do make a difference. The one who feels an inexplicable connection with, and responsibility to, their natural surroundings and who wants to protect, nurture and grow these natural surroundings. Today is to remind you that the connection you feel, that spark, is real.

So real, in fact, that you can turn that spark into a career!

Let's get started!

Sincerely,

The My Great Lakes, My Future Conference Planning Committee

MY GREAT LAKE, MY FUTURE

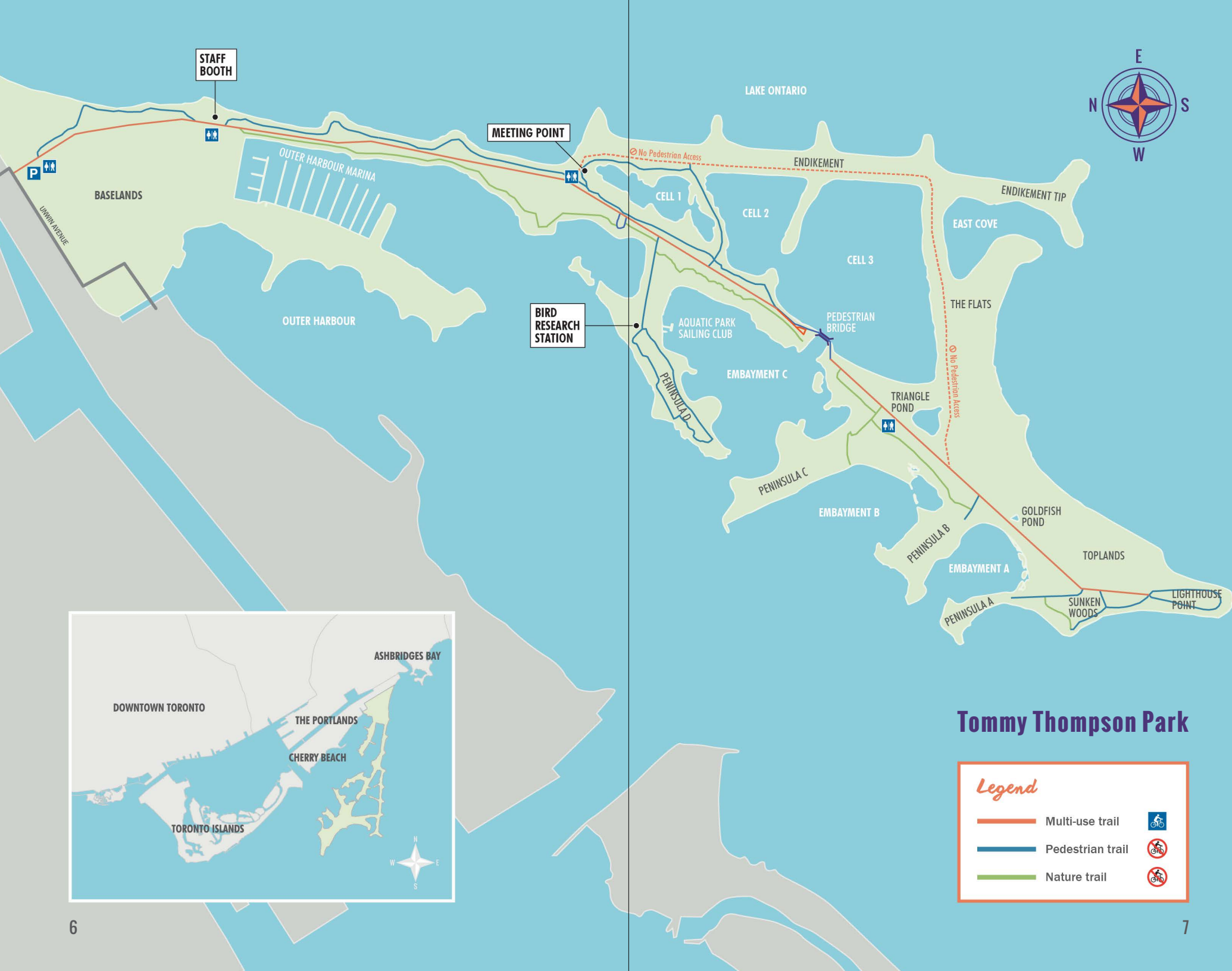
Students Taking Action for Lake Ontario

MAY 7, 2015 · Harbourfront Centre, Lakeview Terrace, Toronto, Ontario

<i>Time</i>	<i>Activity</i>	<i>Location</i>
8:30 AM – 9:00 AM	Arrival, registration and light breakfast	Lakeview Terrace, Harbourfront Centre
9:00 AM – 9:20 AM	Opening Remarks	Lakeview Terrace, Harbourfront Centre
9:20 AM – 9:30 AM	Welcome!	Lakeview Terrace, Harbourfront Centre
9:30 AM – 9:45 AM	Great Lakes 101	Lakeview Terrace, Harbourfront Centre
9:45 AM – 11:00 AM	Environment Sector Careers Panel <i>Questions for panelists? You can live tweet in your question using #OurGreatLakes</i>	Lakeview Terrace, Harbourfront Centre
11:00 AM – 11:40 AM	Student Environmental Project Reports	Lakeview Terrace, Harbourfront Centre
11:40 AM – 12:15 PM	Lunch (provided) <i>Dietary restrictions? Find staff to help!</i>	Lakeview Terrace, Harbourfront Centre
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12:30 PM – 1:00 PM	Travel to Tommy Thompson Park (TTP)	On bus
1:00 PM – 2:45 PM	Bird + Water, Fish + Shoreline activity rotations	Tommy Thompson Park; various locations
2:45 PM – 3:00 PM	Closing remarks	Tommy Thompson Park
3:00 PM	Board bus to go home	Front of Tommy Thompson Park

Had a GREAT time today? Maybe it was just ok?

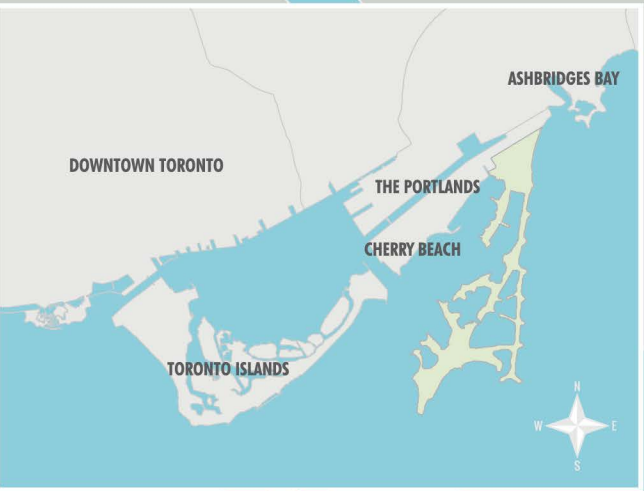
Tell us how you really feel—remember to complete your evaluations!



STAFF BOOTH

MEETING POINT

BIRD RESEARCH STATION



Tommy Thompson Park

Legend

- Multi-use trail
- Pedestrian trail
- Nature trail

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Notes

#SHSMEnviro



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Dear Student,

We are thrilled that you will be joining us for the first annual *My Great Lakes, My Future: Student Conference for Lake Ontario* this Thursday May 7th at Harbourfront Centre and Tommy Thompson Park. This document is designed to share with you how to best prepare for the day.

Notes for Before the Conference

- Please determine where and when you should be meeting your teacher at school the morning of the conference. Transportation is provided in a luxurious coach bus – don't miss your ride!

Tech

- Please remember that your presentation should have been sent to [REDACTED] by April 30, 2015. If you have not yet, please send ASAP.
- If you have integrated or embedded content into your presentation that requires the internet, please note that there is absolutely **no access to internet** at Harbourfront Centre. We recommend downloading content in advance.

Prep

- The night before the conference (May 6th), check the weather and pack accordingly. Half of your day will be spent outside with no option to avoid the elements. Please remember that we will be down on the lake for the afternoon where it is often cooler than in the city, please be prepared. We recommend considering:
 - o Due to the natural elements you may encounter at the Park, please ensure you have appropriate footwear: Waterproof, comfortable footwear WITH closed-toes (e.g. hikers/runners/boots – good! Sandals - bad!)
 - o Rain coat
 - o Sweater/ layers
 - o Hat
 - o Sunscreen (non-aerosol)
 - o Sunglasses
 - o A note on bug spray – at this time of year and day, bug spray will not be necessary. However, if you choose to use it, note that this choice will restrict your hands-on interaction with wildlife and session activities and should be applied prior to boarding the bus to Tommy Thompson Park, as it is considered a contaminate.

Conference Day

- Remember you can Tweet your questions to the panelists using #OurGreatLakes
- Ask questions, engage, talk to people you don't know yet!

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Had a GREAT time today? Maybe it was just ok?

Tell us how you really feel—remember to complete your evaluations!





EVENT COSTING

EVENT: Toronto & Region Conservation Authority
Great Lakes Student Conference
LAKESIDE TERRACE

DATE: MAY 7th, 2015 8 AM START

NUMBER OF GUESTS: 120

MENU:

CONTINENTAL BREAKFAST

ASSORTED BAGELS / CROISSANTS / MINI DANISHES / MUFFINS
YOGHURT
ASSORTED FRUIT PLATTERS
ASSORTED JAMS/CREAM CHEESE/PEANUT BUTTER ETC

BEVERAGES
COFFEE/ TEA/ FRUIT JUICE PITCHERS / WATER



BOXED LUNCH:

GRILLED CHICKEN SANDWICHES SERVED WITH POTATO SALAD,
COFFEE CAKES & JUICE BOX



EVENT TOTAL 



THANK YOU!

Day-of roles:

TTP logistics – Raja (overall + presenter)

Gate: rotating, Nicole + Raja

Group A/B: Courtney

Group C/D: Nancy

Harbourfront

Host/Emcee: Nancy

Logistics (Harbourfront): Courtney

Time keeper: Rachel

Registration table/ greeter: Raja

Media/ Videographer/ Photographer aid/ social media: Nicole