

On behalf of the Combining Two Cultures (C2C) Committee, we plan to address accessibility and attendance concerns in the following ways:

1. Accessibility

We have allotted money in the budget for alternative ways of advertising outside of social media, which includes:

- Physical posters which will be and are already displayed around EV1, EV2, and EV3.
- Advertising on the TVs in the Environment buildings on campus, making the event prominently displayed for anyone present in the Environment buildings, regardless of access to technology or social media.
- Physical posters and TV ads displayed in physically accessible areas of campus (e.g. SLC, STC, E7, MC, HH, etc.) so that students both within and outside of the Environment faculty will have equal opportunities to learn about the conference.
- Making the schedule of events public through our Instagram page, as well as through the Combining Two Cultures website page. This information will be available on the posters we put up around campus.
 - We have a schedule that is already developed (3+ months in advance from the conference). However, we are currently in the process of finalizing the last of the speakers and presenters for the conference and this will be posted when ticket sales are public (early November, 2 months in advance of the conference).

In terms of physical accessibility, all events will be accessible for attendees who use wheelchairs or mobility aids. There are also elevators within the Environment buildings to ease travelling between event-spaces. Attendees will have the option to specify if they have any kind of special accommodations so all attendees have equal opportunity to attend and enjoy the conference.

2. Ticketing and Food Waste

The conference will be open to any undergraduate students, regardless of program, faculty, or school (we are expecting attendees from a number of different universities across Ontario). However, priority will be given to UW students in the Faculty of Environment by making use of the aforementioned advertising in the physical spaces on campus that are designated for Environment students. Additionally, of the 200 tickets available for the conference, we will reserve 50 of those tickets for Environment students.

We will be hosting tickets on the Ticketfi platform. At the time of purchasing tickets, attendees will be asked to specify their university, their faculty, their dietary restrictions, and if they require any kind of accommodations. This will ensure that we are accurately allocating the 50 ticket reserve, and will inform our committee how much food we should order for each type of dietary restriction. By ensuring that we will have accurate numbers through ticketing, we will be ordering catering to match those numbers and that should reduce the amount of food waste this event will produce. Finally, we will also recommend attendees and committee members to bring their own reusable containers to the conference to take home any possible leftovers.

There will be an “early bird” ticket available for the first 2 weeks that tickets will be available. Attendees who register in this time slot will be entered into a raffle to win one of the four \$20 gift cards to local businesses in Waterloo (e.g. Seven Shores Cafe, Sweet Lou’s Cookies). One of these gift cards will be reserved for students who register as UW Environment Students.

3. Finalized Budget with Confirmed Costs

Funds provided by WESEF for the Combining Two Cultures Conference will **NOT** be used towards student gift bags in any way, shape, or form.

Please see below for the budget with confirmed costs per item to see the breakdown of expenses, and how we are going to allocate funds provided by WESEF.

<u>Budget Breakdown</u>	<u>Confirmed Cost</u>	<u>Source of Funding</u>
<u>Speaker Expenses</u>	<u>\$ 1,055.00</u>	<u>WESEF</u>
<i>Speaker Fees</i>	\$ 630.00	
<i>Honorariums</i>	\$ 375.00	
<i>Transportation</i>	\$ 50.00	
 <u>Food and Beverages</u>	 <u>\$ 7,589.00</u>	 <u>WESEF (Partial) + Other Sources</u>
<i>Sat. Breakfast</i>	\$ 617.00	
<i>Sat. Lunch</i>	\$ 1,105.00	
<i>Sat. Dinner + Social</i>	\$ 3,707.00	
<i>Sun. Breakfast</i>	\$ 617.00	
<i>Sat. Lunch</i>	\$ 1,105.00	
<i>Refreshments</i>	\$ 438.00	
 <u>Event Material</u>	 <u>\$ 838.50</u>	 <u>WESEF</u>
<i>Posters & Promotion</i>	\$ 75.00	
<i>Banner</i>	\$ 91.00	
<i>Folders/Brochures</i>	\$ 150.00	
<i>Picket Signs</i>	\$ 112.50	
<i>Workshop Materials</i>	\$ 160.00	
<i>Skill Sessions</i>	\$ 250.00	
 <u>Other Expenses</u>	 <u>\$ 3,977.19</u>	 <u>Other Source of Funding</u>
 Total Expenses	 \$ 13,459.69	 -