

Needed more female speakers

Provide the address of the venue not the university of Waterloo

77% people said they made new contacts

Most people said they gained new information

Give speakers more time

More industry speakers not academic

Not many people wanted to learn more about the research partnerships at Waterloo

Adequate overall

*Thankyou note will be sent around to the speakers all of which are your own personal contacts

We will not be posting the slides

We will each be sending our own personal thank you notes to the speakers

Shirley wants to send an email to the participants as well

Event parking is still an issue. We need to get a pay machine or pay for parking in advance or pay for signage for custom signage

Try to nail down speakers at an earlier date for upcoming events to help drum up more interest

We should focus more on internal mechanisms for outreach in the future. (ie. use our own guest lists instead of OCE) **Armughan invited 31 of the 53 speakers

More focus was needed. The purpose of the workshop was unclear. More planning should have been done in the initial stages – there was no real purpose for this workshop made clear.

Communications specialist from WISE was brought on at a later date and not included in many of the initial planning which made it difficult for WISE to properly address the invitation list: 'why are people going to be interested?' 'who do we ask to come?' 'what is the call?'

Invitation and notes were not consistently shared with the CS by CBB IQ3 etc.

More transparency is needed – notes on the google docs account were not consistently updated. Difficult to get information out of members of the planning committee