

Yellowknife 2007

For a change of climate

Pour un changement climatique

GAC-MAC Annual Meeting ♦ Congrès annuel de l'AGC-AMC



Final Report Rapport Final



Geological Association of
Canada
Association Géologique
du Canada

Mineralogical Association
of Canada
Association Minéralogique
du Canada



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LOCAL ORGANISING COMMITTEE REPORTS

CHAIRS

Carolyn Relf, General Chair

Doug Irwin, Co-Chair

Introduction:

At the GAC meeting in Saskatoon, May 2002, representatives of the NWT Geoscience Office (then the C.S. Lord Northern Geoscience Centre) were asked if it would be possible to host a GAC/MAC Annual General meeting in Yellowknife. The next available time slot would be 2007 and the GAC council has felt that a meeting in the north is both an excellent and unique opportunity.

While initially the temptation to decline such an offer might seem to be the prudent course of action, the recent string of successful Geoscience Forum meetings prompted us to consider the request, at least in order to further investigate the possibility. This would be the first time a GAC-MAC meeting was held North of 60° and the cost and logistics presented some unique challenges.

The lack of a campus or conference centre in Yellowknife also presented a number of challenges:

- distances between downtown venues required the technical committee to locate sessions in such a way as to minimize the requirement to move between buildings;
- rooms were not networked, requiring the Local Organizing Committee (LOC) to establish temporary wireless networks to support sessions;
- an absence of a university host for the meeting meant that no students would be available to work as volunteers (serving as “runners” during registration, assisting with projection equipment, etc.) during the conference; and
- costs for the technical sessions venues were higher than venue costs on campus, and attendance was significantly lower than most GAC-MAC meetings.

Additionally, travel costs to Yellowknife are significantly higher than in southern Canada, where many delegates can drive to the meeting. While driving from Edmonton was an option, ferry service can be unreliable in May, as ice jams on the Mackenzie River commonly block passage. The LOC was particularly concerned about the impact of travel costs on students, and therefore a special category of sponsorship for student travel was established in our sponsorship strategy (see fundraising report below). Additionally, financial incentives were offered to students to assist with logistics during the conference, and a student coordinator position was established on the LOC to oversee student volunteers.

It was recognized early on that the Yellowknife conference would be a small one. As a result, the LOC made a decision to focus the technical sessions to a fairly narrow range of subjects. While this limited the appeal of the meeting to many, the rationale was that it would also increase the interest among geoscientists who practice within the fields covered by the meeting. A major theme of the meeting was resource development, which is currently of national interest in Canada. This theme was selected in part to attract members of the exploration and development sector, who were recognized as good candidates for corporate sponsorship – of key importance if the meeting were to be financially successful. Another important theme related to the North, as this meeting was the first GAC-MAC conference north of 60°. To complement the technical program, short courses and field trips were identified. Rather than an open call for technical sessions, the 2007 LOC defined a number of sessions and then sought technical chairs. This approach did not preclude anyone from proposing a special session or symposium; however, the likelihood of the session attracting an audience was carefully weighed against the costs (in financial and human resources) of running the session.

The LOC found the organizer guide for GAC conferences was very useful; however, it lacked information in a number of areas. Given that none of us had participated on an LOC before, we relied on a combination of advice from HQ and our own judgement to determine how best to address the hurdles we encountered. In the sections that follow, we have described the activities undertaken by various LOC members in organizing their part of the conference, and provided some comments on the challenges that were discovered and how they were addressed.

Yellowknife Local Organizing Committee:

The LOC was established in June 2004 and began its tasks in earnest in early 2006. Members were identified on the basis of their professional experience, experience with the annual Yellowknife Geoscience Forum, and their willingness to take on the challenge. The LOC comprised 20 individuals, no subcommittees and was made up largely of staff from the NTGO, whose senior managers agreed to allow staff to dedicate significant time to organizing the conference. The LOC gratefully acknowledges the support of NTGO’s partner departments: the Department of Indian and Northern Affairs Canada (federal) and the Department of Industry, Tourism and Investment (territorial). While several local industry geologists contributed to the meeting (e.g. running field trips), no one from the industry sector (exploration, mining, environmental) was able to commit the time to participate on the LOC.

The limited “pool” for LOC membership was both positive and negative. On the positive side, the close physical proximity of members enabled us to meet easily and as often as required to address issues as they arose. Furthermore, LOC members shared a common network, allowing shared documents to be viewed and updated easily by all members. On the downside, the range of expertise on the committee was limited, reducing our ability to develop a program spanning a wide range of geoscience fields. This did not turn out to be a significant detriment, as the LOC chose to keep the meeting small and to focus the program fairly narrowly in order to attract corporate sponsorships.

The Local Organizing Committee:

General Chair	Carolyn Relf
Co-chair	Doug Irwin
Technical Program	Scott Cairns
Short Courses	Hendrik Falck
Field Trips	Donna Schreiner
Technical Posters	Valerie Jackson
Exhibits - Trade Show	Willem Zantvoort
Core Shack	Thomas Hadlari
Technical Services	Kelly Pierce
Accommodation	Edith Martel
Accompanying Members Program	Diane Baldwin
Printing/Publications	Karen MacFarlane
Registration	Erin Palmer
Publicity	Erin Palmer
Fundraising	Andrea Mills, John Ketchum
Finance	Jennifer Wahlroth (Avery Cooper & Co.)
Website	Adrienne Jones
Special Events/Social	Willem Zantvoort
Student Support Coordinator	Yvon Lemieux
Transportation	Luke Ootes
General Secretary	Karen MacFarlane

The LOC met monthly between January and December 2006, and starting in January 2007, weekly. Weekly meeting agendas were designed around specific subjects (e.g. sponsorship, program details, field trip issues, etc), and the entire LOC was not required to attend each meeting. Monthly meetings of the entire LOC were held during the January-May period in order to keep all members apprised of progress on various fronts. Minutes of every meeting were kept, and served to keep all LOC members apprised of discussions and decisions. Starting in 2005, the LOC was required to submit reports to GAC Council as required.

Yellowknife 2007 Theme:

The 60th joint meeting of the Geological Association of Canada (GAC) and the Mineralogical Association of Canada (MAC) – Yellowknife 2007 - was held in Yellowknife May 23 to 25, 2007.

In its early planning, the LOC recognised that the meeting needed to be held as late in May as possible to accommodate Field Trips but not too late that it would conflict with field season plans. A late May date would ensure that outcrops around Yellowknife were free of snow, and increase the chances that the ferry would be operating on the Mackenzie River – a crossing that was required for one of the field trips.

In defining a theme for the meeting, the LOC considered a number of factors that it felt were unique to the first GAC-MAC meeting north of 60°: the public's increasing interest in Climate Change; the national focus on Canada's North resulting from the start-up of International Polar Year, the probability of chilly weather, and the fact that we felt we could show case Yellowknife as a "cool" place. The resultant "Tongue-in-Cheek" theme adopted by the LOC was "For a Change in Climate". The "Look" of the conference website (<http://www.nwtgeoscience.ca/yellowknife2007/>), published brochures, circulars and programs was developed with a northern feel in mind. Len Gal, a geologist with the NWT Geoscience Office, designed the logo, which features a raven (Yellowknife's most common bird), a headframe with a diamond inset (reflecting Yellowknife's mining heritage and current diamond mines) and some spruce trees (representing the taiga landscape surrounding Yellowknife).

General Observations about Yellowknife 2007:

By all the accounts, Yellowknife 2007 was a complete success. The meeting attracted 391 delegates. The LOC received a number of letters following the conference, complimenting the focused and well-organized technical program, the excellent field trips, the helpful, friendly LOC and the excellent social program. Financially, the meeting was also successful. This is due in large part to the efforts made by all LOC members to generate cash and in-kind donations, and to the generosity of our sponsors. Without sponsorship support, most of the field trips would have been under-subscribed, and likely cancelled, due to high costs. It is difficult to say what impact an absence of field trips would have had on overall registration; many of the comments the LOC heard indicated that it was the unique opportunity to see some northern geology that attracted delegates to attend the meeting, so it is reasonable to assume that without the field trips, total attendance would have been significantly lower.

While the meeting was a financial success, members of the LOC identified two concerns with how income is managed for GAC-MAC conferences. First, it was generally felt that the effort required to generate income for Yellowknife 2007 was not proportional to the net profit seen by the LOC. While we recognize the critical part that GAC plays in advising the LOC and coordinating registration (including managing abstract submission), the total income generated from registration (\$204K) was significantly lower than most annual meetings due to the small number of registrants. Had the LOC not invested as much effort in fund-raising (\$93K cash; \$72K in field trip costs; \$21K to assist student attendance), it is likely that the conference would have generated little or no profit. In spite of the bulk of the profit being creditable to the LOC's fund-raising, only a small portion of this profit will ultimately

go back to the LOC. In contrast, larger conferences with higher registration income and lower sponsorship funds see the same proportion of profit as the Yellowknife LOC.

The second concern noted by the Yellowknife LOC relates to the organization of and profit-sharing from short courses. While short courses were organized by the individual instructors and supported by MAC or GAC Divisions, substantial work was undertaken by the LOC to gain Council's approval for courses, advertise them, secure venues and organize on-site logistics. Whereas LOC efforts associated with other meeting activities (technical program logistics, field trips, etc) contributed to the financial bottom line of the conference, no specific formula for profit-sharing exists for short courses. Of the three short courses offered in Yellowknife, two generated a profit, and one contributed a portion of their profit to the conference. With the benefit of hindsight, Yellowknife LOC identified a need to negotiate a profit-sharing agreement ahead of time with each short course organizer.

The latter concern – short course profit sharing – could easily be addressed with an update to the Annual Meeting guide, instructing LOC's to discuss and agree upon a profit-sharing formula before agreeing to support a short course. Perhaps a template could be generated that would serve to define how profits might be equitably shared between the course sponsor and the conference organizers. The former concern will be challenging to address, as it will require the concurrence of both GAC and MAC Councils to modify the policy on profit sharing from annual meetings. It is likely that small meetings will always require greater fund-raising efforts to achieve financial success, and if LOC's are going to be solely responsible for generating those funds, perhaps they should enjoy a larger share of the profit. Alternatively, perhaps GAC could amend the Meeting guide to include contact names of potential national sponsors, provide guidelines for developing a sponsorship strategy, and somehow assist LOC's with their fund-raising efforts to ensure the financial success of small meetings. GAC HQ has limited capacity to undertake this work; however, small LOC's are also tight for capacity. The issue remains outstanding.

FINANCE

Jennifer Wahlroth

Finances for Yellowknife 2007 were tracked in two concurrent systems. The LOC developed a spreadsheet with estimates for all costs and all sources of income tracked separately on tabs, then updated costs as the real costs and income were established. This spreadsheet allowed the LOC to keep approximate track of the budget in the months leading up to the conference as expenses mounted. However, since income from registration was "invisible" to the LOC, this information was not updated on the table.

The second means of tracking budget was with a bookkeeping system set up and maintained by our accountant, who monitored bank transactions. Revenue and expenditures were initially entered on an ad hoc basis as transactions occurred, but in the last few months leading up to the conference, updates were done approximately twice a month, to ensure we didn't overspend.

Overall our system worked to keep the LOC in touch with the rough status of our budget. For example, the working tables managed by the LOC allowed us to enter commitments for sponsorships and track their impact on total projected profit. Until the conference was over, we did not know how much income was generated from registrations, and coupled with the fact that most of our cost estimates were not finalized until after the conference, we did not have a clear idea of our net profit.

At time of writing of this report, the audited statements from GAC's accountant have not been completed and the final total amount owed to HQ is unknown. We therefore cannot report on the magnitude of our profit, which is estimated to be on the order of \$20,000.

[Appendix I](#) contains a copy of Yellowknife 2007 "Statement of Revenue and Expenditures" (note that the statement was generated by the LOC's accountant and does not include HQ expenses).

Comments/Observations:

- Setting up the GST was very confusing, as no one seemed to have a handle on what was required. Procedures such as these should be determined well in advance by head office.
- Head office is still to be in charge of registrations but the \$ information should be provided to the LOC on a regular basis or at the least by the end of the month after the conference. It was difficult to get any information at all.
- A better system is needed for transferring registration (seed) money to the LOC. Rather than having to request numerous advances, perhaps regular transfers could be arranged?
- A little more transparency with respect to the amounts actually charged to the LOC by head office for overhead costs. Some costs seemed to be a bit of a surprise
- Early determination of possible LOC handling fees for the short courses
- Bank charges are really high, and almost a year after the conference we still don't have a breakdown; this is not acceptable as revenue from the conference pays for these charges. Perhaps head office should look for a less expensive credit card merchant arrangement.

TECHNICAL PROGRAM

Scott Cairns

This section summarizes the planning, organization and implementation of the technical program for Yellowknife 2007, including talks and posters for symposia, special and general sessions. The Technical Program coordinator coordinated directly with each session/symposia chair, as well as the Poster Coordinator.

The technical session comprised two Symposia, fourteen Special Sessions (including a core shack) and eight general sessions. The pillars of the program were built upon the early interest of various groups who saw Yellowknife as a good venue to host a special session. In some cases special sessions were suggested by the LOC, and suitable chairs were found. Ideas for the technical program were established during the earliest LOC meeting in 2004; however the program remained very fluid, based on the recognition of the session chairs until much later. General Sessions were defined following receipt of abstracts, and chairs were not selected for these until after the general sessions were defined.

In early 2006, chairs were asked to provide one or two paragraph descriptions of their session or symposia for the conference webpage. These descriptions were improved and updated until the abstract submission site was activated. These descriptions were also used in the various circulars prepared to promote the conference.

The abstract submission website opened in mid November 2006 attracted few abstracts. By early January, only six abstracts had been received. Submissions gradually built momentum until the abstract submission deadline. The abstract submission deadline was extended by a week (formally), and an additional few days (informally). A total of 255 abstracts were received. Once the website was closed to abstract submissions, there was considerable work in developing the Technical Program, web-based Technical "Program At-a-Glance" (http://gac.esd.mun.ca/GAC_2007/search_abs/program.asp) and

Abstract Volume. GAC HQ did some of this work, then forwarded the files to Yellowknife for final editing, organization and layout.

For Yellowknife 2007, the number of concurrent sessions was limited by available venues. The conference was organized into five concurrent sessions hosted at two locations. Each day was broken into four sets of (20) twenty minute talks with an intervening two (2) hour lunch and twenty (20) minute coffee breaks morning and afternoon. These units were used as the building blocks for the sessions, and were used to allocate space, time and a venue to each symposia/session. From this information it was easy to rapidly produce the Technical “Program at a Glance” schedule. Where it was possible, concurrent technical sessions were organized to avoid sessions with similar themes or target audiences. This information was passed to the individual chairs, along with instructions on the use the GAC-supplied planning software, to develop the detailed session programs.

Response by the individual session chairs varied. While some chairs were enthusiastic and had no problem with the system, others needed considerable guidance and coaching. Most chairs developed a detailed schedule by the time it was required for the technical program guide. In a number of cases, despite numerous prompts, it fell to the Technical Program coordinator to build the schedule for the session. Scheduling conflicts were mitigated through the Technical Program coordinator, with talks being shifted between sessions in order to fit with the session topic and in the available time slots. In one or two cases, a presenter was asked to give a oral presentation rather than a poster in order to fill a time slot or otherwise smooth the program. No disputes arose from this.

The scheduling software and Gerry Kilfoil’s assistance was invaluable to this part of the process. It was also very useful to develop a “paper-space” model (hardcopy) of the technical program on the walls of the Technical Program coordinator’s office. This was highly beneficial as the coordinator had immediate access to all portions of the program for the myriad of scheduling questions and negotiations carried out by phone and email.

The Technical Program coordinator developed the schedules for the General Sessions. Generally, for these sessions, a chair was simply selected from one of the more senior delegates presenting in the session. As such, these chairs were not burdened with the organization of the session, but were simply asked to introduce speakers and keep the session running on time.

Comments:

- “Last minute” abstracts changes and withdrawals produced the greatest demands and stress for the Technical Program coordinator. Authors’ requests for changes were accommodated until the Abstract Volume was sent to the printers. While it would seem that digitally editing of a file is not an onerous task, the simple volume of change requests, combined with version control, and other program changes leads to an enormous volume of work. These “last minute” changes also caused a lot of extra work and stress for the abstract volume and program compilers. In retrospect, this additional stress on the compilers and the Technical Program coordinator could have been reduced by being less accommodating. Submitted abstracted should be treated as peer-reviewed and should not require additional editing. For future conferences, treating abstracts as such and therefore being less accommodating is recommended.

Technical Program Summary

Symposia
Symposium 1 - Mitigation of Environmental Impact of Mining in the North
Heather Jamieson (Queen's University), Jeanne Percival (Geological Survey Of Canada) and James Edwards (Indian and Northern Affairs Canada)

1 day Oral and Poster
Symposium 2 - Permafrost
Steven Solomon (GSC) and Steve Kokelj (INAC)
1.5 days Oral and Poster
Special Sessions
Special Session 1 - Submarine Volcanism and Associated Mineralization: Modern vs. Ancient
Special Session 3 - Recent advances in the geology of Laurentia
Special Session 4 - Short-Lived Magmatic Events Of The Slave Province And Environs: Critical Time Markers And Indicators Of Tectonic Processes
Special Session 5 - Northern Energy and Sedimentary Basins
Special Session 6 - Northern Mineral Deposits
Special Session 7 - Geoscience Skills Development for Canadian Communities
Special Session 8 - Advances In Kimberlite Geology And Diamond Genesis
Special Session 9 - Sustainable Mineral Resources Development: Critical Issues for Canada's North
Special Session 10 - Northeast Canada and Greenland: Geology, correlations, and resource potential
Special Session 11 - Comparative Planetary Geology: Terrestrial Analogues To Mars And The Moon In The Arctic
Special Session 13 - New Exploration Techniques For Unconventional And Atypical Ore Deposits
Special Session 14 - Core Shack

TECHNICAL SERVICES

Kelly Pierce

Five concurrent technical sessions were held at two different venues in Yellowknife. The Capitol Theatres hosted three sessions and the Yellowknife Inn hosted two session rooms as well as the “Speaker-Ready” room. Each of the presentation rooms was equipped with a laptop, data projector, reading light, and laser pointer. The “Speaker-Ready” room was equipped with two desktop computers with internet access. As the Capitol Theatres rooms were larger, a sound system was setup with stationary and wireless microphones. This was done through a local company.

To enable presentations to be loaded remotely onto computers in each speaking room, the LOC technical services group set up wireless networks at the two venues; one at the Capital Theatre; one at the Yellowknife Inn. The network at the Yellowknife Inn provided internet access to the speaker ready room and was used by the one-site LOC office as well. A local service provider sponsored the event and provided the service free of charge.

During the technical sessions, teams of two were established at each venue to handle any technical problems or requirements. Duties included:

- managing all the computer and data projector equipment
- handling submissions of presentations
- checking/loading the submissions onto the appropriate laptop,
- managing the speaker ready room (Yellowknife Inn),
- removing all the computer equipment each afternoon at the Capitol Theatre (as the theatres were in use for movies during the evenings), and

- coordinating with the contracted sound technicians to ensure speakers and microphones were set up appropriately each morning at the Capitol Theatres.

Note: At the Yellowknife Inn, the rooms could be locked, so the equipment was left set up throughout the conference.

The technical services group was tasked with printing and posting/removing signage around town, as they were not attending technical sessions or working at the LOC office. Some early organisation of required signage, an easily overlooked task, ensured that appropriate signage was properly located. Student volunteers were made available to the technical services group, and a student was assigned to each venue to post the appropriate schedule outside the appropriate session room, hang sponsor signage, and erect any directional signage.

A detailed set of speaker instructions was emailed to the oral presenters and posted on the conference website (http://www.nwtgeoscience.ca/yellowknife2007/Instructions_For_Speakers_en.html) (Appendix II). Presenters were strongly encouraged to submit their presentation at least one day before their session. Three options were given for presentation submission: upload to an FTP site prior to the start of the conference, drop off on memory stick or CD at the Registration Booth during the Ice Breaker event, or submit it at the “Talk Drop-Off” desk at the appropriate venue. No significant problems were encountered using these methods, and the “Talk Drop-Off” at Registration during the Ice Breaker proved to be very popular and convenient for speakers. Presenters simply left their memory stick (or CD) and then pick it up the next day in the “Speaker-Ready” room.

Comments:

- Technical support ran very smoothly during the conference, in spite of the potential for glitches. This is largely attributed to the groups’ efficiency, as they anticipated many of the problems that could occur and developed pro-active solutions. For example, stickers and pens were provided at the Ice Breaker to label CD’s or memory sticks dropped off by delegates, and spare projectors and computers were available at both venues. Numerous meetings were held between technical coordinators and the LOC Chair and Co-chair in the weeks leading up to the conference, and the over-planning paid off.

TECHNICAL POSTERS

Valerie Jackson

Duties associated with organizing the technical posters included defining space and layout for poster boards, coordinating with technical session chairs to ensure posters were groups by their associated session, communicating details of setup/teardown to authors and overseeing the volunteers who set up posters. The LOC decided to co-locate posters and commercial exhibits in order to maximize delegates’ exposure to both. A bar service and snacks were made available during poster/exhibit sessions.

In spite of regular communication with the chairs of oral technical sessions, some posters were missed when the first draft of the poster list was established. Iterative communications between GAC HQ and technical session chairs, followed by emails to authors to confirm receipt of abstracts for posters, was necessary to ensure that no poster presentations were missed.

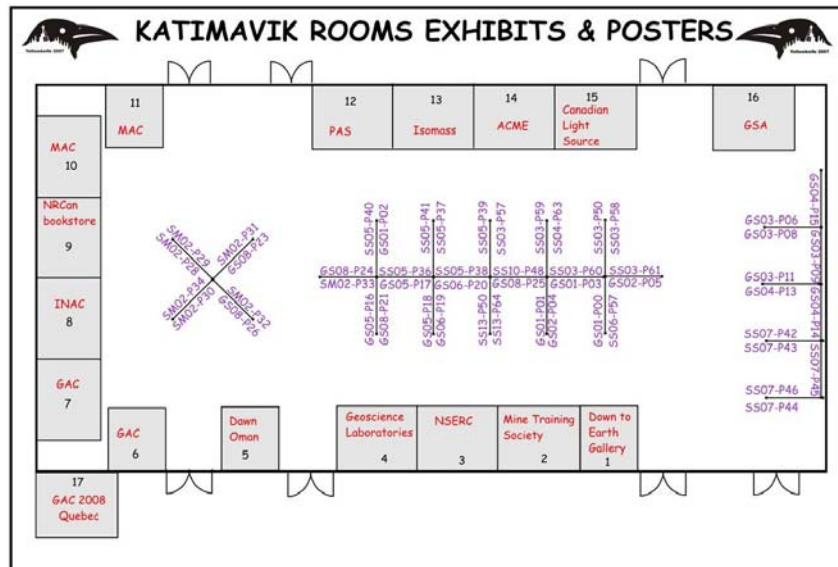
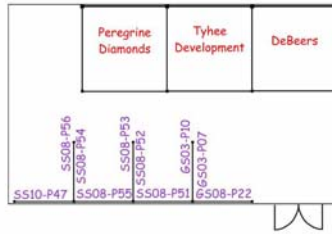
The Setup:

Sixty-two (62) technical posters were placed with the commercial exhibits in the Katimavik Room and the Janvier Room of the Explorer Hotel. Room dimensions are:

Katimavik Room	98' x 47'
Janvier Room	23.6' x 39.6'

JANVIER ROOM

CORE SHACK & POSTERS



Poster board details were posted on the conference website and include the following information:

- Dimensions: 47" X 85", [landscape](#)
- Material: felt (suitable for velcro; not pins)
- Colour: royal blue and grey



Posters in the smaller Janvier Room were theme-specific to the Core Shack (see Core Shack section, below), while posters in the main poster hall (Katimavik Room) were grouped thematically according to their associated technical session. A map of the poster layout was posted on the Yellowknife 2007 website as soon as the layout was finalized; this map was displayed on the doors of the poster rooms during the conference to assist authors and delegates in finding posters. Each poster board was supplied with Velcro and clearly labelled with the name of the lead author and the GAC-assigned poster number. Posters remained up for the duration of the conference.

Four (4) posters were withdrawn by authors after the poster layout was finalized; the empty boards were marked “withdrawn”, and were made available for “spur of the moment” pinups – such as a notices related to field trips. “Drive-by postering” - posters that were not formally submitted with abstracts - was discouraged.

The poster layout, with poster boards in the centre of the room, required that extra precautions were used to avoid safety issues such as loose extension cords, short circuits in lighting, and wobbly poster boards. Aisles between poster boards were designed to be wide enough for wheel chairs and easy passage – about 8 to 10 feet.

Attracting Delegates to the Poster Session:

The LOC was conscious of the fact that the venue for posters and exhibits was located several blocks from the venues for oral presentations, and made efforts to ensure that delegates spent time at the posters and exhibits. Signage was important to direct people to the poster venue; it was also important for communicating tear-down time to authors.

A sandwich lunch was provided in the Katimavik Room on the first 2 days of the conference, and a bar service and snacks were provided during the poster sessions following the technical sessions. This was a factor in ensuring posters and exhibits received maximum exposure.

Security:

Security was provided in the Katimavik Room while the room was open to delegates (from 12 noon to 6 pm on the first two days of the conference and from 12 noon to 2 pm on the third day). An LOC member was in the poster room most of the first morning of the conference and during all formal poster sessions, social events and luncheons.

Comments/Observations:

- It is a good idea to keep posters and commercial displays together and to have bar service in the afternoon poster sessions – these are well recognized facts passed along from previous LOC’s.
- Feedback confirmed that the lunch provided at the posters was a nice touch since it brought delegates the posters during the day. The setup of the buffet in the hallway outside the poster room, however, was not well laid out.
- A theme-oriented poster layout and to have that layout prepared far enough in advance to be available in registration package (and online) is a good thing.
- Given the location of the poster venue, it is nice that posters were on display for the entire conference rather than being changed daily; this gave more time for delegates to view the posters.
- It was beneficial to compare the GAC HQ database and the abstract volume for poster presenters and then send an email to all individuals identified as poster presenters. Correspondence to authors should contain reminders such as poster dimensions, requirement for registration is required for at least one author, poster location etc. The email should be sent before publication of layout.

- Security seemed to be effective and not obtrusive; in spite of concerns from some exhibitors, no problematic “free-loaders” were noticed.

CORE SHACK

Thomas Hadlari

As far as the Yellowknife LOC is aware, this was the first time a core shack was included as part of the technical program for a GAC MAC Conference. The idea of organizing a core shack was developed following a meeting with DeBeers Canada, who was approached about the possibility of hosting a tour of Snap Lake mine as part of the Diamond field trip. While they were keen to participate in the conference, they anticipated that Snap Lake would be in the final stages of construction in May 2007, precluding the possibility of a tour. In lieu of a tour, the LOC capitalized on DeBeers’ corporate interest in community outreach and the geoscience community’s interest in diamonds to convince DeBeers to sponsor a core shack, host a session open to the general public, and contribute funds for hospitality.

The Janvier Room at the Explorer Hotel was used for the Core Shack and was shared with some of the posters of the Technical Poster Session ([See Poster Section for Floor Plan](#)). Since DeBeers sponsored the event, the theme for posters within the Janvier room was diamond-related geoscience, which worked very well. A map clearly indicating locations of core displays and posters was posted in the Yellowknife website, distributed to exhibitors before the conference, and posted on the door of the Janvier Room.

The LOC was disappointed that only three companies exhibited core. The low interest was attributed partly to the newness of the event, partly to the timing (May is a busy time for exploration), and partly due to the January abstract deadline. Companies approached by the LOC indicated that they had difficulty committing to the event so far in advance. In spite of limited participation, the core displays were high quality displays and delegate interest was strong. It should be noted that attendance was encouraged by hospitality supplied by the sponsor after the technical presentations.

Requirements for the core displays were simply a table and a poster board. Exhibitors transported their own core and were available at their booths during the same time as the regular poster exhibitors. The room was locked every night to ensure the security of the core.

Comments:

As discussed in the Posters Report:

- keeping posters and core displayed for the entire conference was excellent
- bar service attracted delegate attendance; and
- including a layout in the registration package helped things run smoothly.

EXHIBITS – TRADE SHOW

Willem Zantvoort

Planning for an Exhibits Hall for Yellowknife 2007 began with a site visit to the Explorer Hotel in fall 2005. The Exhibits organizer was committed to creating value for exhibitors by providing a secure and inviting Exhibits Hall that would receive maximum traffic from meeting attendees. To ensure a Yellowknife “feel” to the event, space was made available to northern artisans at a reduced rate. Several strategies were adopted to ensure this:

1. The exhibits were located in the Katimavik Room at the local Explorer Hotel. The room is self contained and could be locked and provided with security during off hours.

2. During exhibit hours, a local security firm monitored the door to ensure that only paid delegates had access to the exhibits.
3. Planning for the exhibits was integrated with planning for poster sessions, which were also held in the Katimavik Room. Co-locating the two events maximized exposure to both, as delegates attending posters saw exhibits, and vice versa.
4. The Opening Reception was held in the Katimavik Room. Exhibits were set up for the reception, but posters were not, to allow adequate room for the social event.
5. Free lunches, with cash bars, were held each day to draw delegates to the exhibits and posters.

A three-tiered pricing system was established for exhibits, with prices slightly higher than recent GAC/MAC meetings due to the cost of operating in the North. Commercial booths were the most expensive; university departments paid 75% of this amount, and a very low rate was charged for local crafts persons. A limited number of artisan booths were available. Free booths were provided to sponsoring societies (GAC, MAC), and GSA's book sales booth, based on an agreement between GAC and GSA.

EXHIBIT BOOTH PRICES, MAY 23rd-25th

Commercial Exhibits	\$1000 + GST
University Exhibits	\$750 + GST
Arts and Crafts Exhibits	\$250 + GST

The Katimavik Room provided space for 16 booths ([See Poster Section for Floor Plan](#)). Invitations to Exhibitors were first sent out to potential attendees in late September 2006 and followed up by phone and email three months later. The details for exhibits were also posted on the conference website. In creating a list of potential exhibitors ([Appendix IIIA](#)) to invite to Yellowknife, we made extensive use of exhibitors' lists from previous meetings, as well as the local contacts of LOC members. By December 2006, ten exhibitors were confirmed, and the remaining spaces were booked early 2007. See [Appendix IIIB, C, and D](#) for samples of exhibitor contracts.

Set up of the booths and the poster boards were carried out by students and the LOC. Information on the technical requirements for booths (e.g. internet, power, etc) was collected via exhibitor applications and follow-up emails/phone calls, and handled by the LOC subcommittee. There were no major problems associated with the set-up or tear-down of the exhibits; this is attributed in part to clear communication of set up times and details to exhibitors. Some exhibitors were not well advised of how and where to store their goods between the time they tore down the exhibits and later pick-up.

Exhibitors expressed great satisfaction with their experience at Yellowknife 2007. Most felt that the conference adequately provided for traffic in the hall, that the planning and logistical assistance was well done, and that there was ample business opportunity there to justify their attendance.

Comments:

- The LOC overlooked the need for Exhibitors from outside of Canada to deal with customs. As a result, Customs brokers tried to bill the Yellowknife LOC. This detail is important and needs to be communicated to the exhibitor prior to travel.
- The Explorer Hotel did not have the ability to provide point of sale devices (phone lines), so exhibitors had to use the old fashioned swipe machines.
- The ice road across the Mackenzie River connecting Yellowknife to the south melts around the time of the conference, so it was necessary for booths to be shipped and stored up to a few

weeks ahead of time or shipped by air. The LOC clearly communicated this to exhibitors, so no exhibitors were caught; however, the long storage period and cost of air freight likely deterred some exhibitors who would otherwise have been keen to participate in the trade show.

- The number of registered exhibitors was low compared to other GAC/MAC. This was due in part to shipping costs/times (see above), but also due to the limited size of the venue.

FIELD TRIPS

Donna Schreiner

Michelle Pond – safety coordinator

Field Trips Offered: 6 (2 pre-conference, 4 post-conference)

Note: The field trip “TransHudson Orogen” was run under special circumstances so it is not part of the field trip comments in this report.

Organization of Yellowknife 2007 field trips was done in tandem with the organization of the technical program. All field trips were linked to special sessions or symposia, and the LOC ensured coordination between them. The Field Trip Coordinator was the primary contact point for all field trip leaders; proposed trips, itineraries and budgets were submitted to and compiled by the Coordinator. While trip leaders developed initial budgets for their individual field trips, the Coordinator worked to streamline budgets by negotiating bulk discounts on accommodation and soliciting in-kind contributions from local businesses to reduce trip costs. The streamlined budgets were presented to the GAC Council for approval. In addition to a Field Trip Coordinator, the LOC appointed a Safety Coordinator to provide support and assistance to trip leaders and the Field Trip Coordinator.

Work started in earnest approximately one year before the conference. As all field trip leaders, except two, were based outside of Yellowknife, most preparatory work was done via email and phone. While health and safety requirements were an integral part of the organization of field trips, the formal duties of the Safety Coordinator did not start until the week before the actual field trips began.

Budgets were based on a number of factors, including:

- mode of transport, a limiting factor because of the expense of transportation (planes, helicopters) to some of the sites;
- maximum and minimum number of participants;
- food and accommodation costs;
- wrap up dinner cost,
- airfare for trip leaders;
- in-kind donations;
- taxes;
- guide book costs; and
- 10% contingency.

Once advertised, field trips filled up quickly. A waiting list was generated for all but one field trip, and all no-show spaces were filled on short notice during the week of the conference.

Safety:

Each of the field trip leaders was emailed the guidelines from the GAC MAC website (http://www.gac.ca/activities/field_trips.php) concerning GAC’s safety policy during field trips. This included a listing of safety hazards, precautions for each stop, and needs for each type of transportation (ie traffic cones for vans and buses, helicopter information, etc.). For field stops at mine sites, meetings

at the local mine were needed to walk security people around the field trip route. Working with the mine safety personnel, we were able to have the requirement for steel toed boots and hard hats waived for the tour of outcrops at Giant Mine. Trip leaders wore fluorescent vests and security personnel were present on all trips at mine sites. Underground gear was provided by each of the mines hosting underground tours. Mines hosting GAC delegates were required to demonstrate they met GAC's health and safety standards as outlined on the GAC website.

GAC required that all field trip participants sign a waiver supplied by GAC. The Yellowknife LOC modified the GAC waiver to include space for participants to describe allergies and other existing medical conditions. It is recommended that this addition become part of the standard form used by future LOC's.

The Safety Coordinator had a number of responsibilities. For the duration of each field trip, she kept copies of the waivers signed by each trip participant. While field trips were underway, she carried a cell phone and was on call 24 hours/day in case any trip leaders required assistance. The Field Trip Coordinator also carried a cell phone, and acted as a second point of contact in case of emergency. Each morning, the Safety Coordinator presented a verbal safety briefing to trip leaders and participants, and leaders provided further safety reminders to delegates en route to the first stop of the day. She saw buses and vans off each day as they departed.

The field trip leader, Safety Coordinator and Field Trip Coordinator were each in possession of a folder containing:

- field trip participant names;
- safety forms;
- a hazard id form;
- a communication plan;
- an evacuation plan;
- release of liability forms;
- a map of the route and probable times for each stop;
- a listing of the mine site safety officers and numbers (where applicable);
- a listing of participants with first aid training, CPR and bear safety training;
- a listing of emergency facilities for their area and their numbers
- telephone numbers for:
 - search and rescue
 - ambulance,
 - RCMP
 - fire
 - mine site spills and emergencies (where applicable)
- flight charter numbers.

The Field Trip and Safety Coordinators knew where everyone was at all times and how to contact them and vice versa. Satellite phones were carried by groups whose trips extended outside of cell phone range.

Safety equipment for field trips was supplied from a variety of sources. Road cones for the trips using vans and buses were donated by Northwestel. Hard hats were sent from MUN for the Pine Point field trip. The mine sites provided steel toed boots and hard hats.

Accommodation:

Multi-day field trips included costs of shared accommodation at the Red Coach Inn. This worked well, as it ensured that participants were at a single location for early-morning pickups by buses and vans and

for daily safety briefings. The Inn was very accommodating and opened the restaurant at 6:00 am for breakfast. A few participants chose to stay at the hotel they had booked for the conference rather than move to the Red Coach. These individuals were informed that the accommodation portion of the field trip fee would not be reimbursed, and they were advised to be on time for pick up and safety meetings at the Red Coach Inn.

Only one field trip – the Hay River trip - required accommodation outside of Yellowknife. Shared rooms in a hotel Hay River were pre-arranged and were included in the trip costs.

Organizing hotel bookings and ensuring rooms were charged to the correct field trip consumed a significant amount of the Field Trip Coordinator's time. This work was further complicated by the fact that some trip leaders had their room costs covered by the field trip, and some participants stayed at the hotel for the conference before or after the trip. In spite of efforts to ensure careful bookkeeping, some adjustments to the accounts were required following the conference.

Field Trip Meals:

Rather than box lunches, ingredients were supplied (breads, meats, cheeses, and condiments) for participants to make their own lunches: breads, meats, cheeses, and condiments were purchased and brought along in coolers. This ensured that people with food allergies know what was in their lunches. Fruit, vegetables and snacks were also provided. A good supply of water and juices were packed to keep people hydrated. Lunches were eaten at picnic stops where washrooms were available.

Each field trip included a social dinner one evening at a local restaurant. The Coordinator met with the chefs at each restaurant to set the menu and prices. The trip leaders made the final decision on cost and menu before committing to include the dinner in the cost of the trip.

The field trips benefited from donations from local businesses and time from local and student volunteers. The water, juice, snacks and condiments were donated for all trips, and the full cost of lunch for the Geoheritage field trip was donated. Runners, trip co-leaders and the Field Trip Coordinator picked up the groceries for the field trip lunches and delivered them to the trip leaders each morning. All water and juice bottles were recycled

Transportation:

Bus:

Early in 2007 the Coordinator met with a local bus company and its drivers to ensure the vehicles were appropriate, negotiate prices and inform them of any anticipated hazards such as short turning radius, etc. The drivers were excellent. Buses had their own insurance policy in place which complied with GAC requirements.

Rental Vehicles:

Four rental vehicles were donated for the Pine Point field trip. The only expense to the LOC was the cost of insurance. The vehicles were rented on the trip leaders' credit card and were reimbursed immediately after the vehicle's safe return.

Other Vehicles:

One private vehicle and one government vehicle (belonging to the NWT Geoscience Office) were made available to field trips. They were used to deliver meals and as emergency back-up vehicles along the highway at the Giant Mine site. For the fly-in mine tours, vehicles were supplied by the mines.

Air charters:

Two field trips – to the diamond mines and to Colomac Mine – required the use of chartered fixed wing aircraft, and a third – to Thor Lake – required helicopter use. Each charter company was required to add GAC to their insurance policy to ensure coverage of trip participants. The

revised policies were forwarded to GAC headquarters for approval. All charter aircraft costs were donated by the field trip sponsors.

Guidebooks:

Individual field trip leaders were responsible for producing guidebooks, and the Field Trip Coordinator set deadlines for them and oversaw the assembly and printing of the final copies. Coordinating guidebooks involved a significant amount of time. Trip leaders were contacted in November and informed of the first draft deadline of January 23. This deadline was set to allow abundant time to edit and produce printed hard copies, and no leaders met the deadline. Once field trips started to fill up, leaders began to work on their field trip guides. The Coordinator reported that pursuing submissions for trip leaders was the single most challenging aspect of field trip coordination, as authors were slow to respond and printing was therefore very rushed.

The guide books were submitted in PDF format and peer reviewed. Once the guides were finalized, the Coordinator added photos from selected field trip sites to the covers and generated a common “look and feel” for the front cover page. Sponsors for each field trip were acknowledged on the cover page. Enough hard copies were printed for each trip participant plus a few extras. These copies were printed mainly in black and white with only a few colour pages (based on from the requirements of the trip leader). Full colour hard copies were printed for trip leaders and full colour copies were provided on CD to all trip participants.

FT-A1 Transect across the southwestern Slave Craton: from Phanerozoic Platform edge to the Core of the Yellowknife Supracrustal Domain
<i>Wouter Bleeker, Tony LeCheminant, Bill Davis, Ken Buchan, John Ketchum, Keith Sircombe, Dave Snyder, Otto van Breemen, and Luke Ootes</i>
FT-A2 Remediation of two past producing gold mines within the Slave geological Province: Giant and Colomac mines
<i>H. Jamieson, J. Edwards</i>
FT-B1 Thor Lake rare earth/rare metal deposits
<i>J.C. Pedersen, D.L. Trueman, A.N. Mariano</i>
FT-B2 Guide to the “Giant Section” of the Yellowknife greenstone belt: A traverse through middle and upper members of the Yellowknife Bay Formation and syn-orogenic conglomerates of the Jackson Lake Formation
<i>Wouter Bleeker</i>
FT-B3 Kimberlite mines of the Slave Province, NWT
Ekati and Diavik Mine Geologists
FT-B4 Middle and Upper Devonian carbonate stratigraphy, dolomitization, and mineral development, Pine Point and Hay River areas, NWT, Canada
<i>L.P. Gal and A. Anastas</i>

Comments/Observations:

- The most time-consuming parts of field trip coordination were pursuing submission of the guidebooks from trip leaders, visiting each mine site to finalize logistics and safety issues, and accompanying field trip leaders on their dry runs of trips. A dedicated vehicle for the trip

coordinator would have been very helpful, as it would have enabled them to purchase supplies and food for trips easily (without coordinating with other LOC members to get access to rented vehicles).

- A few misadventures were encountered during the trip. In the LOC's view, none of these could have been avoided, and none caused significant concern or generated complaints from the participants.

- The first incident involved driving a trip participant to the hospital for a pre-existing condition. The Coordinator escorted him to the hospital and was able to reunite him with his field trip group later.

- The second incident involved ice jamming on the Mackenzie River, which prevented ferry crossings and delayed the Pine Point field trip on its return to Yellowknife. The delay, which lasted about 36 hours, was impossible to anticipate. A few stranded participants returned to Hay River and flew to Yellowknife via a charter flight in order to make their international connecting flights home. No one panicked or complained.

- The third incident involved an individual boarding a bus for the wrong field trip one morning. He was redirected onto the proper bus after some confusion, and didn't miss his trip. During discussion of the incident following the trip, organizers agreed that sufficient signage existed, and the mix-up wasn't something we could have prevented

WORKSHOP

Godfrey Nowlan

Donna Schreiner

Outreach:

This workshop included a technical session and associated half-day field trip to the "Giant section", which exposes rocks of the Yellowknife greenstone belt at Giant Mine. The session, Geoscience Skills for Canadian Communities, was the largest session at the conference with 26 presentations. Teacher's fees were waived by the Yellowknife LOC in order to ensure good attendance. The workshop attracted more than 30 geoscientists and teachers, and an additional 12 (total 42) attended the field trip.

The Prince of Wales Heritage Museum hosted the workshop; snacks and lunches were provided by the Department of Education, Culture and Employment (GNWT) and Canadian Geoscience Education Network. All contributions were acknowledged, both verbally and with a banner at the venue and on the website.

The Canadian Geoscience Education Network annual meeting took place on the second day after the workshop.

SHORT COURSES

Hendrik Falck

Short Courses have long been a part of the GAC/MAC annual general meeting. The Yellowknife 2007 meeting was no exception. Initial planning commenced with informal discussions at Halifax 2005. Many of the details, such as course contents and participants, were refined during discussions held at the Montreal meeting in 2006. Four Short Courses were formalized during the Montreal meeting with arrangements for sponsorship. Organizers for one of the short courses withdrew their course in early January 2007, as they felt they would attract more participants by holding it at Québec 2008.

MAC/MDD Short Course on the Geology of Gem Deposits:

Lee Groat

This short course looked at gemstones from a geological perspective. It described modern geological and analytical techniques that have been applied to gem occurrences in Canada and current models of their formation. The course focused on the “Big 4”: diamonds, rubies, sapphires and emeralds, but also examined other Canadian coloured gems. The course was held over a two day period before the meeting. The room was a large boardroom on the lower floor of the Yellowknife Inn. Costs included the room rental, and coffee and snacks for the participants.

A volume of short course notes was published by the MAC; this volume is currently one of the fastest selling volumes for the MAC bookstore.

Gem Short Course

Expenses	Price	tax	Total
Copper room (2 days)	\$1,000	\$60	\$1,060
Coffee (2 days)	\$348	\$21	\$369
Lunch			\$0
Gratuity	15%		\$55
Speaker estimated Expenses			\$0
Speaker estimated Accommodations			\$0
Total Expenses:			\$1,484

Income	Price	Number	Total
Registration:			
Regular	\$425	14	\$5,950
Student	\$250	8	\$2,000
Sponsors:			
War Eagle	\$2,500		\$2,500
Total Income:			\$10,450

Net:			\$8,966
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The course did not attract sufficient registration to cover the costs of travel required by many of the speakers. The final analysis is difficult as all costs and shortfalls were paid for by MAC directly. While the course itself may not have met the budget targets, the highly successful volume has more than covered any short falls for the MAC.

Application of till and stream sediment heavy mineral and geochemical methods to mineral exploration in western and northern Canada:

Roger Paulen and Isabelle McMartin.

This one day short course examined the exploration approaches to glaciated terrains, and was well-suited to the Yellowknife 2007 thematic focus on northern Canada. The course focussed on the application of indicator mineral and geochemical methods to mineral exploration in glaciated terrains of western and northern Canada. An overview of glacial processes, till and stream sediment sampling techniques, and indicator mineral methods used for diamond, gold and Ni-PGE exploration was presented. Eight case studies were presented, offering the latest research and results from Canadian

geological surveys and from successful drift exploration programs undertaken in Canada by the mineral exploration industry.

Support from the Alberta Geological Survey, MDD and sponsorship from participating exploration companies to cover coffee breaks and some of the participant costs made this a highly successful event. The course was held in a small boardroom on the lower floor of the Yellowknife Inn.

Till Short Course			
Expenses	Price	tax	Total
Garnet Room (1 day)	\$400	\$24	\$424
Coffee (1 day)	\$234	\$14	\$248
Lunches	\$507	\$30	\$537
Gratuity on service speakers estimated	15%		\$118
Expenses			\$4,991
Total Expenses:			\$6,318
Income	Price	Number	Total
Registration:			
Member	\$235	15	\$3,525
Non member	\$300	15	\$4,500
Student	\$100	2	\$200
Sponsors:			
MDD	\$2,000		\$2,000
ODM	\$1,000		\$1,000
Shear	\$300		\$300
APEX	\$500		\$500
Total Income:			\$12,025
Net			\$5,707

This short course was highly successful with raves from all the participants. A draft volume of notes was produced for the meeting but a final publication has not yet produced. MDD has offered to publish the manuscript but final edits are still to be completed.

Remote Predictive Geological Mapping:

Jeff Harris

This short course's objectives included an introduction to the types of data and data enhancements available to assist with field mapping and logistics, a review of the images available and the types of geological information that can be gleaned from the images. The original scope of the course was narrowed after a number of presenters chose to not participate. Nevertheless, there was interest in the course, and so the LOC decided to host it in the boardroom at the NWT Geoscience Office to minimize costs. The small number of participants allowed for a great deal of interaction and hands-on learning

RPM Short Course			
Expenses	Price	tax	Total
Board Room	\$0	\$0	\$0
Coffee (2 days)	\$0	\$0	\$0
Lunch	\$137	\$8	\$145

Gratuity	15%		\$22
Speaker estimated Expenses			\$0
Total Expenses:			\$167
Income	Price	Number	Total
Registration:			
Regular	\$100	5	\$500
Student	\$50	1	\$50
Sponsors:			
Total Income:			\$550
Net:			\$528

Oceanic Volcanism and Mineralization: Modern vs. Ancient:

Brian Cousens and Steve Piercey

This course was postponed and will be offered at the 2008 Quebec meeting.

Comments:

- All three short courses were well-received by participants and financially successful. They required a significant amount of planning, and much of the planning was probably duplicated, as the Short Course Coordinator, the GAC Short Course Coordinator, and the individual course sponsor (MDD, MAC, etc.) all managed aspects of the logistics. In the current system, the role of the LOC short course coordinator versus that of other course coordinators is not clearly defined, and as a result the LOC in general is not well-informed of status of each of the courses. This makes it awkward for the LOC to report to Council on the status of short course planning.
- While the workload for the LOC short course coordinator was not the greatest, the gaps in information flow between the coordinator and the LOC were the most frustrating, as the planning was beyond the LOC's control. It was not until after the conference that the LOC realized that we should have negotiated profit-sharing agreements with the course sponsors, as we discovered that apart from recovering costs (e.g. room rentals, food), there was no established formula to ensure a return on the LOC's investment of time and effort. Alternatively, responsibility for organizing short courses should be transferred fully to the LOC, and course sponsors can negotiate with the LOC for a portion of the income.

SPECIAL EVENTS

Willem Zantvoort

A number of social events, including one specifically targeting students, were organized for Yellowknife 2007. The LOC tried to ensure that events had a Yellowknife "flavour", although given the time of year it was difficult to find specific events that were unique to Yellowknife (e.g. it was too bright for northern lights viewing; too cold (not to mention the presence of lake ice) for a Yellowknife Bay cruise; too warm for dog sledding; etc). Feedback on the social events was very positive, and all events were well attended

Student Bowl-A-Rama:

This was a free evening event open to students, and was designed to give students an opportunity to meet and socialize. The event was held at the Kingpin Bowling Alley in Yellowknife, and included all costs for bowling (lane and shoe rental), beer and pizza. Event costs were covered by funds raised by the LOC. Bowling was a tremendous success and the students all had a great time mixing up their teams and meeting new people.

Diamond Daze Social:

This event was a causal mixer held at the Top Knight Pub, and was open to all delegates; \$15 tickets were sold ahead of time, and delegates were provided with two free drink tickets and a hot buffet. The event's actual cost was \$30/person. It was felt that many delegates would not want to attend if the cost was too high. It was undecided if this was a good venue for music. We opted for no music as we thought it would be more of a talkative crowd than a dancing crowd.

The only notable issue is to be prepared for people showing up at the door to buy tickets. Either have cash and tickets on hand (and know the capacity) or be prepared to turn people away. It was not anticipated that delegates without tickets would show up at the door. These 12 delegates were allowed to enter once they paid the \$15.

Midnight Sun Golf Tournament and Dinner:

This event was the only social event that had a distinct Yellowknife feel: participants played a round of golf on Yellowknife's unique course, followed by a barbeque of wild meat (Caribou and Muskox) and music from a local band.

Of the social events, this was probably the most challenging to organize, as the location required the use of shuttle buses and the event was dependent on good weather.

This event was run as break-even. All golfers received a prize and there were door prizes for non-golfing delegates who just came out for the BBQ. All attendees received two drink tickets and the band ate for free.

Ice Breaker:

The Ice Breaker was held in the Katimavik Room at the Explorer Hotel. Delegates were provided with a free drink ticket, and a cash bar was made available. Cold snacks were provided. Exhibits were set up around the room and exhibitors were in attendance at their booths for the event. This arrangement was agreed on by the LOC because it was felt it would maximize exposure to commercial exhibitors, who were paying higher rates for space than previous GAC-MAC meetings. The following morning, posters were set up in the central part of the area.

President's Reception:

The President's Reception was held immediately before the ice breaker. The venue chosen – the Northern Frontier Visitor's Centre – was selected for two reasons: it features photographs and displays of the wildlife and flora surrounding Yellowknife, as well as information on Yellowknife's mining heritage; and it was located close to the Explorer Hotel, allowing guests to move to the ice breaker following the reception.

Catering for this event generated some challenges, as selection of caterers is limited in Yellowknife. At one end of the spectrum, options include veggie platters from the local Co-op to canapés and fine cheeses at the other end. The LOC opted for "high-end" catering because by the time we chose a caterer, we were comfortable that our fund-raising efforts afforded us the luxury; it saved us the cost and

effort of arranging a liquor licence and hiring bartenders; and the event seemed to call for a higher level of class.

ACCOMPANYING MEMBERS PROGRAM

Diane Baldwin

A variety of activities, demonstrations and a bus tour were organized for guests and delegates for their leisure time in Yellowknife. These activities were listed on the conference website. Additionally, a letter welcoming delegates and guests to Yellowknife was inserted into all delegate and guest bags informing them of activities and planned events through the week.

Diamond Demonstration:

The Aurora College Trades and Technology Centre organised two Northern Diamond demonstrations and talks during the lunch and afternoon hours to blend with technical schedules. Due to limited space and unanticipated popularity, sign-up lists were established at the registration desk. Delegates showed up without signing up, so the room/labs were somewhat over-crowded. Several of the attendees were interested in the new career opportunities that cutting and polishing provided and the excellent training program developed in the north. In retrospect, we probably should have had these demonstrations available to both guests and delegates. Someone should have been on security at the door.

Bus Tour:

A historical bus tour through Yellowknife's Old Town was organised by volunteer members of the NWT Mining Heritage Society. For insurance purposes, a GAC-MAC member was required to drive the rental van, so the coordinator did the driving for the tour. The tour was not too popular due to other pub-style GAC events but it did provide an alternative for about 12 delegates/Guests.

Self Guides Tours:

Geological walking tour booklets and city guide walking tours of historical Old Town were made available, as well as other visitors information provided by the City of Yellowknife and the Northern Frontier Visitors Centre.

Comments:

- The Accompanying Guest Program can be as simple or as complicated as one wishes but overall guests should have access free activities which should be scheduled into breaks in the technical program and not overlap any main social events.
- Yellowknife had only about a dozen official guests register and they participated in a combination of guest program events, conference lunches, social events and field trips, so were kept very busy overall.

ACCOMMODATIONS

Edith Martel

Principal tasks included securing suitable accommodations for conference delegates, securing all meeting rooms for the conference and associated social events, and monitoring agreements with hotels and venues.

Delegate accommodations:

The Northern Visitor Center in Yellowknife provided valuable assistance in coordinating block bookings from hotels within the Yellowknife community. Block bookings were made with eight hotels

on the basis of price and proximity to the Technical Session venues a year before the conference. A total of 360 rooms were booked. Conference rate were available for all eight hotels, if bookings were made before April 23rd 2007.

BLOCK BOOKINGS WITH HOTELS, MAY 23rd-25th

<i>HOTEL</i>	<i>PRICE</i>	<i>ROOMS BOOKED</i>
Capitol Suites	\$109	30
Chateau Nova	\$149	55
Explorer Hotel	\$144	85
Fraser Towers Suite	\$139	10
Nova Court	\$114	10
Red Coach Inn	\$109	10
Yellowknife Inn	\$105	90
Yellowknife Super 8	\$139	40

A list of other accommodations, along with phone numbers for reservations, was available on the reservation form which included 12 Bed and Breakfasts and 4 hotels/lodges in Yellowknife that were more distal from the Technical Session venues.

The 330 rooms that were reserved by block booking were all used by delegates. More rooms were freed up by various hotels for delegates upon the request of the Accommodation Coordinator. All 12 Bed and Breakfasts and 4 extra hotels were used by delegates. By May 15th, all hotels and Bed and Breakfasts in Yellowknife were full. Delegates who did not find accommodations after May 15th made alternate arrangements, primarily private homes.

A downloadable reservation form was posted on the Yellowknife 2007 website; delegates were required to fax the form to the Northern Visitor Center to book rooms. Several delegates expressed concern about the possibility that the faxed form would not be legible, and suggested an online form would be better. While the LOC agreed, we lacked the expertise to develop an on-line form. In spite of concerns, no major issues arose as a result of the faxed form.

Technical Session and Meeting Rooms:

As Yellowknife does not have a University campus or a conference centre, several venues across town had to be booked separately. The most important task was to find venues in close proximity for the Technical Session. Venues were booked 2 years in advance to ensure a suitable number of venues were available. Initially, all suitable venues in Yellowknife were booked, and as the detailed plans for the technical session were developed over the year leading up to the conference, unneeded rooms were cancelled. Bookings had to be monitored regularly as a result of frequent turnover in hotel/venues staff. Some contracts had to be re-written as staff changed to ensure that reservations were honoured. A number of meeting rooms were under renovations when initial bookings were made and progress of the renovations had to be monitored closely in case alternate arrangements were needed.

Catering was included in the contracts when available. Outside catering was contracted when not available from the venue. Liquor licenses were obtained through the caterers in most cases.

Budgeted Pre-Conference Costs (see Finance section for final costs)

VENUE	EVENT	CAPACITY	ROOM PRICE/DAY	TOTAL INCLUDES CATERING
Yellowknife Inn				\$ 12,075.00
Copper	Technical	60-100	\$350	

	session			
Garnet	Technical session	30-60	\$275	
Tungsten	Technical session	30-60	\$275	
Silver	LOC room	20-40	\$250	

Explorer Hotel				\$ 18,151.00
Katimavik A,B&C	Poster session	158-300	\$1,150	
Janvier	Poster session	60-74	\$450	
Restaurant room	President's breakfast	20	\$0	

Museum	Workshop and technical session	174 -sitting		\$ 675.00
Northern Frontier Visitor Information Centre	President's reception	reception area 150 stand up	\$250	\$ 2,859.00

Capitol Theatre	Technical session	237	\$1300/day for all 3	\$ 5,412.00
	Technical session	160		
	Technical session	122		

Top knight	Social evening	200	325	\$4,857.42
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Bowl-o-rama	Student social	50	420	\$ 420.00
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Our Place	MDD Luncheon	50-70		\$3,569.36
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Tree of Peace	GAC Luncheon	200	600	\$ 6,050.00
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Northern Frontier Visitor Association	hotel room block booking	400 rooms	Conference rate	\$ -
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total \$ 54,068.78

TRANSPORTATION

Luke Ootes

In October 2005, the two northern airlines, First Air and Canadian North, were approached about sponsoring delegate travel to the Yellowknife GACMAC 2007 meeting from southern points. These southern points were Edmonton, Winnipeg, and Ottawa. (Note: Air Canada did not begin flying to Yellowknife until summer 2006).

In May 2006, after discussions, the GAC-LOC decision to go with First Air as a sponsor for the meeting was made. The reasons were as follows:

- 1) Delegates were eligible for 15% off the lowest published airfare from southern points of departure;
- 2) Student delegates were eligible for 35% off the lowest published airfare from southern points of departure;
- 3) The LOC received two free round-trip tickets from Edmonton for the conference to use as they saw fit;
- 4) First Air would supply lanyards for name tags.

First Air sponsorship was available for travel between May 20 and May 31, in order to cover field trips and extra tourist travel by delegates.

The code for delegates was put on the Yellowknife GAC website and delegates were encouraged to utilize it. Student delegates were asked to contact the Travel Coordinator for a travel code in order to receive the student discount. In total, 39 students requested the relevant code. Booking could be completed directly through First Air or alternatively the code could be utilized by a travel agent. The number of delegates or students that utilized the discounted airfare was not made available to the LOC.

Only one of two sponsored tickets was used. It was issued to a field trip co-leader who was donating his time to attend the conference and field trip.

The organization of travel was only difficult and time-consuming at the earliest stages of organization (late 2005 to early 2006). It is absolutely necessary to approach the airlines as early as possible as they constantly receive requests for support and sponsorship. Due to the early arrangements, the relationship with First Air was excellent.

FUNDRAISING

Andrea Mills

John Ketchum

Due to the anticipated low attendance at Yellowknife 2007, a strong fundraising effort was made to offset the fixed costs of the meeting and its associated social events, field trips, and short courses. Fortunately, NWT businesses and governments have a strong tradition of supporting community events, and Yellowknife 2007 proved to be no exception.

Fundraising efforts began about 14 months before the meeting with development of a sponsorship plan ([Appendix IVA](#)) and newspaper advertising of sponsorship opportunities. Most members of the LOC participated early in the fundraising campaign by contacting members of the business community with whom they had a personal or business relationship. This 'personal touch' proved to be quite important in the ultimate fundraising success, and among other things, helped the LOC to identify a number of significant sponsorship opportunities that did not involve direct cash donations. An excellent example was the in-kind contribution of field trip transportation – both vehicles and flights – that resulted in all field trips being profitable, and allowed the cost to participants to remain at reasonable levels. Another was a generous airfare discount provided by First Air to conference delegates travelling between Edmonton and Yellowknife. We learned that many companies favour this type of sponsorship over direct cash contributions, and that both types of sponsorship were equally important in generating a meeting profit.

The two LOC members responsible for fundraising primarily coordinated the efforts of all LOC members, who contacted potential sponsors via telephone and email. The most effective method was to first phone the potential sponsor, inform them of the upcoming GAC conference and associated fieldtrips and social events, and then follow-up with an email outlining the LOC's sponsorship strategy and a list of items/events for which sponsorship was being sought. This list was amended during the course of the fundraising effort, as it became apparent that many companies did not wish to contribute more than \$500 and they preferred to be associated with a listed event (e.g., a coffee break or social event). Therefore the original list of sponsorship opportunities was subdivided so that companies could sponsor a room for a particular session (as opposed to the entire venue), or a beer ticket for a social event (as opposed to the entire event). This more detailed list seemed to appeal to sponsors, and many found it relatively easy to select an item or event that was within their sponsorship budget ([Appendix IIIB](#)).

Highlights of Yellowknife LOC's fundraising:

- a large number of cash and in-kind donations were received ranging in value from \$100 to \$15,000;
- the LOC obtained sponsorship that allowed NWT teachers to attend an Outreach workshop and field trip;
- a separate category of funds was created, and donations to this fund were targeted to reducing travel costs for students;
- a number of local businesses (e.g., restaurants, gift shops, art galleries, internet cafes) gave discounts to Yellowknife 2007 delegates.

[Appendix \(IIIB\)](#) is a list of the various types of sponsorship received for Yellowknife 2007. [Appendix \(IIIC\)](#) contains the company logos that contributed their sponsorship to make Yellowknife 2007 such as success.

STUDENT SPONSORSHIP

Yvon Lemieux

The GAC-MAC 2007 Local Organizing Committee (LOC) recognized the high cost of traveling to Yellowknife, in particular for students wishing to attend the conference. As a result, special efforts were made to raise funds to provide financial assistance to students to offset travel and accommodation costs.

The LOC raised \$16,800 toward Student Travel Support:

- \$7,200 from Mundiregina Resources,
- \$6,700 from an anonymous donor,
- \$2,000 from the GAC Precambrian Division (which was allocated to students who participated to the Slave Transect Field Trip), and
- \$900 from Bell Canada.

Information regarding this support was made available on the Yellowknife 2007 website several months before the conference. Students applied by submitting an application form, which was available for download on the conference website. The student had to provide an estimate of their travel costs, as well as any other source of funding that they applied or received for this conference (e.g., from supervisor, student associations, department, etc...). Deadline for applications was March 31st, 2007.

Twenty-eight (28) students submitted a grant application to the LOC. Every student received an initial grant of \$200. Some students received a "grant top up", which was equal to 10% of the student net travel cost (i.e., total estimated travel costs less funding received from other sources). The purpose of

this “top up” was to help the students with little or no alternate source of funding, or with a high travel cost (i.e., international students). Additional support was also available for students wishing to “volunteer” during the conference to assist members of the LOC with various tasks. Students received an additional \$50.00 toward their grant for each hour of “volunteer” work. They mostly worked at the registration desk or helped setting up and taking down poster boards. The 28 students who applied received a total grant of anywhere between \$200 and \$1,000.

Comments received:

- All the students who received financial support during the conference greatly appreciated our initiative, in particular students who did not have access to any other source of funding.
- Although every effort was made to get the message across (e.g., Yellowknife 2007 website, announcement at the Cordilleran Tectonic Workshop which is attended by several geology graduate students, word of mouth from LOC members to students and university colleagues, etc.), a few students who attended Yellowknife 2007 were not aware of this financial assistance. In retrospect, a note about this assistance should have been sent to every Geology Department (or Geology Student Associations) across the Country.

PRINTING - PUBLICATIONS

Karen MacFarlane

The Abstract Volume and Technical Volume from the Yellowknife meeting fell under the Publications umbrella. Circulars were produced by the Publicity Coordinator and the Field Trip Guides were produced by the Field Trip Coordinator.

Given high printing costs in Yellowknife, information on commercial printers was obtained from the Organizing Committee of the Montreal GAC meeting. The Committee from Montreal also provided information regarding scheduling and layout.

The call for abstracts closed in late January. Abstracts were submitted electronically and the various files were passed on to the LOC for layout and printing at the beginning of March. Cover design and layout were done in-house. Translation for the cover and contents page were done prior to layout. Once the layout was completed the digital files were sent to Marquis Book Printing Inc. in Montréal. It was determined that we would order 600 copies of the abstract volume; if further copies were required we would print them on demand just prior to the conference. Covers were colour glossy with perfect binding. While the abstracts and program were not needed until mid-May, the LOC applied for and received a government grant to cover printing costs, which required that the printed volumes were delivered by the end of March. This made turn-around time for the production/layout of the volume very tight, although we were able to meet the deadline with the abstract volume.

The Technical Program proved more difficult to complete by the end of March. Frequent changes to various aspects of the Program pushed the deadline back until it became apparent that we would not meet the deadline imposed by Marquis Book Printing Inc. Although the people at Marquis were very accommodating we needed to explore alternative printing options. We opted to have the Technical Program done locally at KopyKat North; digital files were provided for photocopy. The program was bound with a coil binding, and 450 copies were produced. The LOC ordered 50 extra sets of colour cover pages, and was prepared to produce extra copies in-house if required.

Translation of the majority of the Program was contracted out. Minor changes were translated in-house by bilingual staff.

Hard copies of the Abstract Volume and Technical Program were included in each delegate bag. The Program included information directing participants to various Yellowknife businesses and venues; floor plans for the meeting/poster rooms at the Explorer Hotel and Yellowknife Inn and a map of downtown Yellowknife. The welcoming message from the Conference Chair was followed by a list of the local organizing committee, business meetings, special and social events, short courses, workshops, and field trips. Technical sessions were listed by half day, in order of Symposia, Special Sessions, and General Sessions. Navigational tabs were provided at the margins. Poster Session information was ordered by General Session, Symposia, Special Session. A list of exhibitors and author index completed the technical portion of the Program.

Two organizations approached the LOC with inquiries regarding advertising in the Technical Program; after consultation with members of the LOC, it was agreed that we would allow advertising and ads were included at the end of the Program.

Comments:

- Problems with listed authors became apparent during the layout of the Abstract Volume. Inconsistencies in spelling and type-o's in authors' names required that someone verify correct spelling, initials and authorship. It was found that author's whose names appeared in several abstracts were cited differently by different lead authors (e.g. Macfarlane, K.; MacFarlane ,K.; Mcfarlane, K.E.; MacFarlane, Karen E,; etc). To ensure consistency of author names in the index it was necessary to check each reference. This task was difficult in the case of foreign authors who were not known to LOC members.
- Professional printing of the Abstract and Technical Volumes was made difficult due to the funding received to cover printing costs, as the grant required deliverables by March 31. Given that the LOC did not receive editable copies of abstracts until early March, the timeline was extremely difficult. Future LOC's may not encounter this problem if production of the volumes is not required by the end of March. If other LOC's receive similar funding, we would advise that they let HQ know immediately that the abstracts must be transferred to the LOC for editing as quickly as possible to avoid losing this sponsorship revenue.

PUBLICITY

Erin Palmer

Pre-conference publicity focused on making potential delegates aware of the meeting. Publicity was undertaken following GAC's guidelines as well as opportunistically by the LOC.

Standard publicity included three Yellowknife 2007 circulars. The first circular was included in a regular GAC mail out. The second circular was sent by the LOC to a list of university departments, libraries, societies, and other contacts the Coordinator had developed. The 3rd circular was sent to Montréal meeting for inclusion in Montréal 2006 delegate bags. In addition to circulars, a Yellowknife 2007 web site was created and maintained.

Other publicity undertaken by the LOC included the purchase of fleece vests with the Yellowknife 2007 logo. These were purchased a year and a half before the conference, and worn by LOC members at meetings leading up to May 2007. Information was placed in upcoming meetings columns or sections of websites, advertisements were placed in Geolog and the SEG magazine, and an article on the upcoming conference was submitted to the local NAPEGG (NWT's professional association) newsletter. An advertisement was also placed in the local paper to raise community awareness in hopes of triggering some interest from local companies and media.

Yellowknife LOC members who attended the Halifax and Montreal meetings met with various GAC committees to promote the Yellowknife meeting. An ad was prepared for the back cover of the Montreal program guide, and a Yellowknife 2007 booth was set up in adjacent to the registration desk in Montreal.

Comments:

- A section should be added to the GAC “blue book” on publicity. This should include:
 - more detailed instructions including which organizations to target with which circulars,
 - an established mailing list that can be updated by each LOC, a updated list of upcoming meetings, and
 - a list of French translators (more than one) available to the LOC indicating their location and rates would be helpful.
- Translation of the circulars was a significant cost and added preparation time to the printing of circulars and ads
- With the benefit of hindsight, more effort could have been made to attract media to the conference. The LOC did prepare a media kit that was available for interested media at the registration desk, although only one was picked up. An interview was held with the local paper and published following the conference. If GAC wishes to have media attention at its annual conferences, perhaps more guidance could be provided to LOC’s regarding messaging; the media uptake for Yellowknife was minor, and of very local interest. Given the coincident timing with IPY and broad public interest in the North, the profile of the meeting could have been higher.

WEBSITE

Adrienne Jones

The LOC's Website Coordinator worked closely with an in-house graphic designer well in advance of the event (about 1.5 years) to develop a website layout, look and feel and preliminary content. We had to establish the URL of the site, and due to the strength of our Web/IT set-up at NTGO, decided to host and update the pages in-house (hence the prefixed <http://www.nwtgeoscience.ca/yellowknife2007>). Previous LOC used an unaffiliated web address.

Early on, the website was useful in advertising the conference dates, booking and travel information, and highlighting our sponsors. As the event approached, it became an invaluable, detailed information source for delegates and for garnering further sponsorship. The website coordinator was also joined by NTGO's web specialist as more content was added, changes were needed more quickly and more complicated technical requirements (such as links to HQ for abstract submission and registration) were added to the site.

Website Hits Report:

This report shows patterns of traffic to the Yellowknife GAC 2007 conference website located at <http://www.nwtgeoscience.ca/yellowknife2007> for a 1 year period preceding the conference (May 31, 2006– May 31, 2007).

Website	Visits	Hits
GAC 2007	13,984	911,498

Visits:

Number of visits where the visitor viewed at least one page in the specified content group. A visit is a series of actions that begins when a visitor views their first page from the server, and

ends when the visitor leaves the site or remains idle beyond the idle-time limit. The default idle-time limit is thirty minutes. This time limit can be changed by the system administrator.

Hits:

Each file requested by a visitor registers as a hit. There can be several hits on each page. While the volume of hits reflects the amount of server traffic, it is not an accurate reflection of the number of pages viewed.

Comments/Insights:

- Hosting the site in-house was very convenient, since we had the support and skill sets here to develop and update the site easily and often. In the two months leading up to the conferences, changes were made as often as daily. Not all LOC's may have this advantage.
- While discussing website content, the LOC projected the website on screen. This helped guide the discussion, and it was easy to determine areas that needed updates. The website was only as good as the content provided by the LOC members. Most provided good, timely information to the website coordinator, but content from some members had to be chased down and edited to keep the site updated.
- Some of the changes were quite pressing (e.g., last minute changes to technical program, addition of a new sponsor's logo, etc.) and the coordinator and web specialist needed to be able to respond in a timely manner, as well as have the flexibility in their "day" jobs to be able to do this.
- The link to GAC site for abstract submission registration had some hiccups, and we had minor delays because of this. For abstract submission, a number of course descriptions required changes to match the content on our site. We also wanted links to course descriptions on our site in case there were discrepancies. GAC HQ provided a fillable registration form in PDF (created in CorelDraw), which we modified.
- Translation to French was an ongoing issue. A large amount of new content was contracted out at a cost, but smaller changes were graciously handled by two bilingual members of the LOC. Translation was done as fast as possible, but updates to the French version of the site did lag behind simply because of the translation logistics.
- To provide a convenient information resource for Yellowknife 2007 delegates, maps to restaurants, pubs, tourist attractions, etc. were generated using Google Earth, JPEG and PDF files and made downloadable from the website. Links to Yellowknife City Explorer and Google Map were also provided. The use of Google Earth files was a first for this conference.

REGISTRATION

Erin Palmer

The LOC's Registration Coordinator was responsible for providing delegates with conference packages, and arranged logistics for/assisted HQ staff with on-site registration. Options for delegate bags were researched and vetted with LOC members. A significant consideration of the final decision was cost. A decision was made to go with bags produced by Pop Packing, whose cost was competitive but who required a minimum order of 1000 bags. The bag design included the Yellowknife 2007 logo. While the LOC was prepared to include logos of sponsors, no sponsor had committed to cover the costs of delegate bags by the deadline required to order.

Copies of the technical program and abstracts were included in the delegate bags, along with some materials donated by sponsors. Early in the planning stages, the LOC decided to limit the amount of material to be included in delegate bags, in an effort to keep the amount of garbage generated by delegates to a minimum. As a result, material offered by sponsors was vetted to determine if it would be

useful during the conference (e.g. pens, note paper) or of broad interest to attendees. When requests for advertising were received (e.g. if a publisher asked to include a postcard advertising a book), the LOC responded by inviting the publisher to contribute to the conference via sponsorship. Materials that were “approved” for inclusion were requested 1-2 weeks prior to the scheduled “bag stuffing”. However, not all of the materials arrived in time. LOC members and volunteers spent an afternoon stuffing bags and placing drink tickets and luggage tags into registration envelopes provided in advance by Eleanor Penney. Delegate packages were transported to registration sites by hired movers and volunteers.

Registration details are outlined in the table below:

Registration will be open at the following times and locations.

May 22, 2007	3:00 pm to 9:00 pm	Explorer Hotel
May 23, 2007	7:30 am to 1:00 pm	downstairs at the Yellowknife Inn
May 24, 2007	7:30 am to 1:00 pm	downstairs at the Yellowknife Inn
May 25, 2007	7:30 am to 9:30 am	downstairs at the Yellowknife Inn

Registration Dates:

May 13, 2007	On-Line Registration Ends
May 22, 2007	On-Site Registration Begins

Registration Fees:

GAC-MAC Full member, early	\$395.00
GAC-MAC Full member, late/on-site	\$425.00
GAC-MAC Non-member, early	\$450.00
GAC-MAC Non-member, late/on-site	\$500.00
GAC-MAC Member, student	\$100.00
GAC-MAC Non-member, student & retiree	\$200.00
One-day fee	\$150.00

On-site registration was managed by Eleanor Penny, with logistics being managed by the LOC. The LOC registration coordinator and student volunteers handed out registration packages to pre-registered delegates. The day before the conference started, a pre-registration area was set up at the Explorer Hotel to allow delegates to pick up materials prior to and during the Ice-Breaker event (also held at the Explorer). Once the conference began, the location of the registration desk moved to the LOC office at the Yellowknife Inn, as technical sessions were closer to this location. While the LOC office was more difficult to find, it was well marked with signage. The decision to move registration to the office was based on two factors: security (the LOC office was easily locked each night) and convenience (the LOC anticipated very few on-site registrations once the conference began, and with limited numbers of volunteers, it made sense to centralize services).

Pre-conference field trips did not arrive back in time to allow participants to pick up their registration packages. As a result, packages were provided to the Field Trip Coordinator, who distributed them to

delegates before the field trips. This allowed field trip participants to attend the Ice Breaker and to attend early sessions on the first morning of the conference, without having to line up for their delegate bag beforehand.

The LOC experienced an issue with a few potential international delegates' registration; specifically, individuals would submit an abstract, and then upon notice of acceptance, would request a letter of invitation from the LOC. The request would note that the letter was a requirement in order to obtain a visa to travel to Canada. The Halifax LOC Chair had cautioned us to avoid using wording that would suggest we were inviting the individual to attend; rather, the letter should indicate that their abstract had been accepted, and explicitly state that the delegate was responsible for all travel, accommodation and registration costs. In most cases the speakers quietly withdrew upon receipt of the letter. In one case, a speaker registered with a stolen credit card, then withdrew, requesting a refund in cash. His correspondence with the LOC was prolific and colourful, and it was only through correspondence with HQ that we learned he had history of attempting to attend GAC meetings. Future LOC's would be advised to keep in close touch with HQ staff when corresponding with international delegates.

Comments:

- The LOC encountered a problem with getting a telephone line for processing credit card payments into the LOC room at the Yellowknife Inn, so credit card payments had to be processed manually. The availability of this sort of service should be checked ahead of time. (In the case of Yellowknife, given the limited availability of venues, this problem wasn't avoidable.)
- In preparing delegate packages, the LOC was unaware that we needed to supply name badge holders. Perhaps a form letter from HQ, listing the items the LOC must supply, would be useful.

APPENDICES

APPENDIX I - STATEMENT OF REVENUE AND EXPENDITURES

**Yellowknife 2007 GAC-MAC Annual Conference
Statement of Revenue and Expenditures
February 1, 2006 to January 31, 2008**

Revenue

Registration revenue	204,220.72
Other revenue	500.00
Sponsorships	92,640.88
Booth registration	8,500.00
Abstract sales	1,000.00
Extech sales	554.21

Total Revenue 307,415.81

Expenses

Bank charges	405.90
Pre-meeting expenses	8,786.31
Technical programs and field trips	110,611.45
Hospitality	33,140.02

Total Expenses 152,943.68

Net income(loss) 154,472.13

Note: this net profit does not include GAC HQ administrative charges

APPENDIX II – INSTRUCTIONS FOR SPEAKERS

Only PowerPoint presentations will be accepted (*.ppt or .pps). Speakers must submit their presentations at least ONE DAY before their session in order for it to be loaded and checked.

How to submit your presentation:

The name of your talk should include the time of presentation and your last name. For example, 0920_Sandeman.pps or 1420_Sandeman.pps.

- 1) **Before Tuesday afternoon (May 22) – Upload to our FTP site:** Contact the Technical Services Chair (Kelly_Pierce@gov.nt.ca) for log-in instructions. This is so the receipt of your presentation can be confirmed. Or load onto your own FTP site and email the instructions to Kelly.
- 2) **Tuesday May 22, 3-9pm – Drop off at Registration Booth:** Registration will be at the Explorer Hotel for the IceBreaker event. Memory sticks or CDs may be dropped off, labels will be provided, and picked up Wednesday at the LOC Office (Yellowknife Inn, Silver Room).
- 3) **Wednesday to Friday – Bring to the Talk Drop-Off Desk at the Technical Venue:** Please check which venue you are presenting in and bring your presentation to the Talk Drop-Off Desk:
Capital Theatre: Outside of Theatre 1
Yellowknife Inn: LOC Office (Silver Room)

Presentations will be loaded on the dedicated computer (running Office 2003 software). Speakers may not use their own laptops.

If requested, the presentation can be deleted immediately following the talk session. Each presentation room will have one data projector, and the podium will be equipped with a reading light, controls for the laptop, one stationary and one wireless microphone (theatre only), and a laser pointer. Speakers are invited to familiarize themselves with the presentation area prior to their session or during coffee breaks.

Oral presentations are allotted 20 minutes

15 minutes for the actual presentation, and 5 minutes for questions/set-up/etc. Time slots will be closely monitored by the session chairpersons in order to keep the parallel sessions synchronised.

Note of Caution:

1) Limit animations (including videos), as this may increase the risk of presentation errors:

If you insist on placing animations into your presentation, ensure that you include the associated files (eg. avi, mpeg) and the software (eg. Flash) to run the animation. These files are external to PowerPoint and the appropriate software may not be loaded on the laptop.

Advise the Technical Services Chair of any animations, and provide your presentation at least one day in advance of the session so that the animation can be checked.

2) Reduce the size of your presentation:

High resolution images of several megabytes, often from digital cameras, will increase your presentation size and possibly result in slow performance. Office 2003 has a feature to compress pictures to screen resolution. This will dramatically reduce your file size without negatively impacting the quality of the images.

Please contact the Technical Services Chair (Kelly_Pierce@gov.nt.ca) if you have any questions regarding your presentation

APPENDIX III - EXHIBITS

A.

Exhibitor	Contact Name	Co-ordinates
COMMERCIAL		
Activation Labs	Stacy Russell	1336 Sandhill Dr., Ancaster, ON L9G 4V5; T: 905-648-9611; F: 905-648-9613; ancaster@actlabsint.com
Russian Stone	Elena Petrova	14 Jaimie Rd., Thornhill ON L4J 6A1; T: 905-760-2854; F: 905-760-2854; russianstones@yahoo.ca
Elsevier	Frankie Ynoa	360 Park Avenue South, New York, NY, USA 10010; T: 212-633-3756; F: 212-633-3112; f.ynoa@elsevier.com
Rock Ware	Jon Trujillo -2005	RockWare Inc., 2221 East St. #1 Golden, CO 80401 T: 303-278 3534; F: 303-278-4099 Email: info@rockware.com
NAPEGG	Linda Golding, Deputy Registrar	NAPEGG, 201, 4817 - 49th Street, Yellowknife, NT X1A 3S7, T: 867-920-4055, F: 867-873-4058, email: lgolding@napegg.nt.ca
Geoscience Laboratories	Merilla Clement	933 Ramsey Lake Road, Sudbury, ON P3E 6B5; T: 705-670-5632; F: 705-670-3047; geoscience.labs@ndm.gov.on.ca
NSERC	Kenn Rankine	Environmental Sciences, Evolution and Ecology, Solid Earth Sciences, 350 rue Albert Street, Ottawa (ONTARIO) K1A 1H5; T: 613-996-4148, F: 613-995-7753, email: Kenn.Rankine@NSERC.ca
Saskatchewan Research Council	Irvine Annesley	Mineral Exploration, Mining and Minerals, 125 - 15 Innovation Blvd. Saskatoon, SK S7N 2X8 T: 306-933-7678, F: 306-933-5493 Email: annesley@src.sk.ca
IsoMass Scientific	Peter Stow	5700 - 1st Street Calgary, AB T2H 3A9; T: 613-720-1560; F: 403-255-6958; peter.stow@isomass.com
NRCan GSC Bookstore	Lucie Lemay	601 Booth Street, Ottawa, ON K1A 0E8; T: 613-995-3371; F: 613-943-0646; lulemay@nrca.gc.ca
Geological Society of America	Ann Crawford	3300 Penrose Place, PO Box 9140, Boulder Colorado, 80301 USA; T: 303-357-1053; F: 303-357-1070; acrawford@geosociety.org
Association for Mineral Exploration British Columbia (AME BC)	Cassandra Hall, PGeo. Director, Communications & Community Relations	800 - 889 West Pender Street, Vancouver, British Columbia, Canada, V6C 3B2; T: 604 689 5271 ext. 234, F: 604 681 2363; chall@amebc.ca
Society of Economic Geologists	Christine Horrigan	7811 Shaffer Parkway, Littleton, CO, 80127 USA; T: 720-981-7882; F: 720-981-7874; Email: seg@segweb.org
Placer Gold Design	Mark Castagnoli, President and Designer	Canadian Placer Gold Ltd. 602 West Hastings Street, Suite 702 Vancouver BC V6B 1P2; T: (604) 681-3937, F: (604) 681-2746 E-Mail: canadianplacer@placergolddesign.com
Acme Analytical Laboratories Ltd. (Yellowknife, NT)	Angfelo Karitsiotis	Acme Analytical Laboratories Ltd. (Yellowknife, NT), P.O. Box 416 - 136 Bristol Ave., Yellowknife, NT X1A 2N3; T: 867 873 9484; F: 867 873 9490 E-mail: akaritsiotis@acmelab.com
American Geological Institute	Christopher M. Keane, Acting Executive Director	American Geological Institute, 4220 King Street, Alexandria, VA 22302-1502, T: 703-379-2480, F: 703-379-7563, Email: cmk@agiweb.org
Vancouver Petrographics	Jim Vinnell, President	8080 Glover Road, Langley, British Columbia, Canada, V1M-3S3, T: 604-888-1323; F: 604-888-3642; Email: vanpetro@vanpetro.com
Alberta Geol Surv	REG OLSON	Alberta Geological Survey, 4th Floor, Twin Atria Building, 4999 - 98 Avenue, Edmonton, AB T6B 2X3; T: (780) 427-1741, F: (780) 422-1459 E-mail: reg.olson@gov.ab.ca
BC Geological Survey	Nick Massey	B.C. Geological Survey, STN PROV GOVT, PO Box 9320, Victoria, BC V8W 9N3; T: 250-952-0428; F: 250-952-0381; Nick.Massey@gov.bc.ca
UNIVERSITIES / SUBSIDISED		

University of Alberta	Sandra HALME, Associate Director	University of Alberta, Office of External Relations 6th Floor, General Services Building University of Alberta, Edmonton, Alberta, Canada T6G 2H1 T: 492-0442 F: 492-2997 Email: sandra.halme@exr.ualberta.ca
University of Calgary		Colleen Turner, Director of Communications Editor, OnCampus 220-2920 colleen.turner@ucalgary.ca
Aurora College	Niccole Hammer Administrative Assistant	5004-54th Street, Northern United Place, P.O. Bag Service 9700 Yellowknife, NT X1A 2R3, T: (867) 920-3030, F: (867) 873-0333 nhammer@auroracollege.nt.ca
University of British Columbia	Greg Dipple	Department of Earth and Ocean Sciences, The University of British Columbia; 6339 Stores Road, Vancouver B.C. Canada V6T 1Z4;T: 604 822-2624 T(main): 604-822-2449; F: 604-822-6088; gdipple@eos.ubc.ca
University of British Columbia, Mineral Deposit Research Unit	Dick Tosdal	Mineral Deposit Research Unit, Department of Earth and Ocean Sciences, The University of British Columbia; 6339 Stores Road, Vancouver B.C. Canada V6T 1Z4; T: 604- 822-6136; F: 604-822- 6088 mdru@eos.ubc.ca; rtosdal@eos.ubc.ca
University of Fairbanks	Dr. Bernard Coakley	University of Alaska Fairbanks, Department of Geology and Geophysics, Natural Sciences Facility, 900 Yukon Drive, P.O. Box 755780, Fairbanks, AK 99775-5780, T: 907-474-7565, F: 907-474- 5163; Email: bernard.coakley@gi.alaska.edu
Northern Frontier Visitors Association	Denie Olmstead, Executive Director	#4 4807-49th St. Yellowknife, NT Canada X1A 3T5 T: (867) 873- 4262 F: (867) 873-3654; Email: office@northernfrontier.com

**ARTS&CRAFTS /
SUBSIDISED**

Local Artists	Oman - Others?	
kim strand	kim strand	ph 867 669 3188 earthstone@theedge.ca

NON-PAYING

Geological Association of Canada	Karen Dawe	Department of Earth Sciences, Room ER4063, Alexander Murray Building, Memorial University of Newfoundland, St. John's NF, A1B 3X5; T: 709-737-7660; F:T: 709-737-2532; kfmdawe@esd.mun.ca
Mineralogical Association of Canada	Fran Pinard	Meriline Postal Outlet PO Box 78087, 1460 Merivale Road, Ottawa, ON, K2E 1B1; T: 613-226-3642; F:613-226-4651; canmin.mac.ottawa@sympatico.ca
GAC 2008 Quebec City	Alain Simard	Ministère des Ressources naturelles et de la Faune du Québec, T: 418-627-6274, F: 418-643-2816, E-mail : alain.simard@mrn.gouv.qc.ca

B.

YELLOWKNIFE 2007

Joint meeting of the Geological Association of Canada/Mineralogical Association of Canada (GAC/MAC)

COMMERCIAL EXHIBITOR CONTRACT

We hereby make application for exhibit at the Yellowknife 2007 GAC/MAC Trade Show.

Company Name: _____
(As it should appear on all promotional material)

Mailing Address: _____
(Street) (City)

(Province/Territory/State) (Postal/Zip Code)

Telephone: _____ Fax: _____ Email: _____

Representative Name: _____ Signature: _____
(Please Print)

Number of Spaces: _____ @ \$1000 + \$60 GST/booth = \$ _____
Deposit Paid: \$ _____
Balance Due by April 1, 2007: \$ _____

After referring to the floor plan on the Yellowknife 2007 web site, select two preferred space locations by number(s).
First Choice: _____ Second Choice: _____

Should these choices not be available, you will be assigned the best alternative. Exhibits spaces are assigned on a "first come first serve" basis. Provide a brief description of the products or services your company will display. This information will be printed in the final program exhibitor listing.

Proximity to other possible Exhibitors:
Near to: _____ Away From: _____

Deposit/Payment

A deposit of 50% of the total amount is required with this application. Payment in full must be made on or before April 1, 2007. Applications submitted after April 1, 2007 must be accompanied by full payment.

Payment by: CDN Cheque CDN Bank Draft CDN Money Order

Please complete and return this form along with your payment made payable to Yellowknife 2007.

Mail to: Yellowknife 2007
P.O. Box 121
Yellowknife, NT
X1A 2N1

Office Use Only	
Amount Due:	\$ _____
Deposit Rec'd:	\$ _____
Balance Due:	\$ _____
Total Paid:	\$ _____

C.

YELLOWKNIFE 2007

Joint meeting of the Geological Association of Canada/Mineralogical Association of Canada
(GAC/MAC)

ACADEMIC EXHIBITOR CONTRACT

We hereby make application for exhibit at the Yellowknife 2007 GAC/MAC Trade Show.

Company Name: _____
(As it should appear on all promotional material)

Mailing Address: _____
(Street) (City)

(Province/Territory/State) (Postal/Zip Code)

Telephone: _____ Fax: _____ Email: _____

Representative Name: _____ Signature: _____
(Please Print)

Number of Spaces: _____ @ \$750 + \$45 GST/booth = \$ _____
Deposit Paid: \$ _____
Balance Due by April 1, 2007: \$ _____

After referring to the floor plan on the Yellowknife 2007 web site, select two preferred space locations by number(s).
First Choice: _____ Second Choice: _____

Should these choices not be available, you will be assigned the best alternative. Exhibits spaces are assigned on a "first come first serve" basis. Provide a brief description of the products or services your company will display. This information will be printed in the final program exhibitor listing.

Proximity to other possible Exhibitors:
Near to: _____ Away From: _____

Deposit/Payment

A deposit of 50% of the total amount is required with this application. Payment in full must be made on or before April 1, 2007. Applications submitted after April 1, 2007 must be accompanied by full payment.

Payment by: CDN Cheque CDN Bank Draft CDN Money Order

Please complete and return this form along with your payment made payable to Yellowknife 2007.

Mail to: Yellowknife 2007
P.O. Box 121
Yellowknife, NT
X1A 2N1

Office Use Only	
Amount Due:	\$ _____
Deposit Rec'd:	\$ _____
Balance Due:	\$ _____
Total Paid:	\$ _____

D.

YELLOWKNIFE 2007

Joint meeting of the Geological Association of Canada/Mineralogical Association of Canada
(GAC/MAC)

ARTISAN EXHIBITOR CONTRACT

We hereby make application for exhibit at the Yellowknife 2007 GAC/MAC Trade Show.

Company Name: _____
(As it should appear on all promotional material)

Mailing Address: _____
(Street) (City)

(Province/Territory/State) (Postal/Zip Code)

Telephone: _____ Fax: _____ Email: _____

Representative Name: _____ Signature: _____
(Please Print)

Number of Spaces: _____ @ \$250 + \$15 GST/booth = \$ _____
Deposit Paid: \$ _____
Balance Due by April 1, 2007: \$ _____

After referring to the floor plan on the Yellowknife 2007 web site, select two preferred space locations by number(s).
First Choice: _____ Second Choice: _____

Should these choices not be available, you will be assigned the best alternative. Exhibits spaces are assigned on a "first come first serve" basis. Provide a brief description of the products or services your company will display. This information will be printed in the final program exhibitor listing.

Proximity to other possible Exhibitors:
Near to: _____ Away From: _____

Deposit/Payment

A deposit of 50% of the total amount is required with this application. Payment in full must be made on or before April 1, 2007. Applications submitted after April 1, 2007 must be accompanied by full payment.

Payment by: CDN Cheque CDN Bank Draft CDN Money Order

Please complete and return this form along with your payment made payable to Yellowknife 2007.

Mail to: Yellowknife 2007
P.O. Box 121
Yellowknife, NT
X1A 2N1

Office Use Only	
Amount Due:	\$ _____
Deposit Rec'd:	\$ _____
Balance Due:	\$ _____
Total Paid:	\$ _____

APPENDIX IV - SPONSORSHIP

A.



GAC-MAC 2007
AGC-AMC 2007

Sponsorship Strategy for Yellowknife 2007

Yellowknife 2007 Organizers have identified a number of conference-related costs for which we are seeking corporate sponsorship. These include expenses associated with the conference itself (e.g. printing costs for the program and abstracts volume) and a number of social events (e.g. the pre-meeting ice breaker). Attached is a list of items that are currently available and their associated costs.

Contributions by sponsors have been divided into six categories, and details of how these categories will be acknowledged are outlined below.

Yellowknife 2007 Bronze

Cost: \$100

Recognition: Sponsoring organization name will be listed at the back of the printed program.

Yellowknife 2007 Silver

Cost: \$500

Recognition: Sponsoring organization name and logo will be listed in the front of the printed program.

Yellowknife 2007 Gold

Cost: \$1000

Recognition: Sponsoring organization name and logo will be listed in the front of the printed program, and the logo projected on-screen between talks during the technical sessions (distinguished as a Gold Sponsor).

Yellowknife 2007 Diamond

Cost: \$2500

Recognition: Sponsoring organization name and logo will be listed in the front of the printed program, the logo will be projected on-screen between talks during the technical session (distinguished as a Diamond Sponsor), and the logo will be displayed on a banner in the Katimavik Rooms where the trade show and technical poster sessions will be held.

Yellowknife 2007 Student Sponsor

This category of sponsorship is designed specifically to assist students with travel expenses; it will allow undergraduate and graduate students to attend the conference and present the results of their research to their peers. Companies who have particular interest in an individual's work may specify the recipient of their contribution.

Cost: \$900

Recognition: A special section in the printed program will list the student sponsors, and student presenters will display their sponsor's logo and acknowledge their contribution in their presentation.

Yellowknife 2007 Event Sponsor

This category of sponsorship will allow a company, or group of companies, to sponsor a social and/or technical event at the conference.

Cost: will vary; estimate \$3,000 to \$10,000, depending on the event

Recognition: A banner with the sponsoring organization's logo will give exclusive recognition to the sponsor at the event. In addition, the sponsoring organization's name and logo will be listed in the front of the printed program (along with Silver, Gold and Diamond Sponsors), and their name will appear beside the event in the program itself.

In addition to the above, ALL Yellowknife 2007 sponsors will be acknowledged on the Yellowknife GAC-MAC 2007 website.

B.

Sponsorship Items

Item	Details	Estimated cost
General Conference-related costs		
Shuttle bus	Shuttle bus to move delegates between multiple venues during the conference; \$1200/day	\$1,200/day or \$3,600 total
Audio Visual	Rental of projectors, sound systems	\$15,000
Web site	Maintenance, updates to conference website	\$8,000
Conference flyers	Two circulars (October, January) for distribution @ \$1,500 each	\$3,000
Printing	Printing costs for program, abstract volumes	\$35,000
CD-ROM	Production of CD-ROM with abstracts	\$6,000
Signage	Signs to direct delegates between venues	\$2,500
Delegate bags	Bags distributed at registration	\$3,000
Badge holders	To display name, affiliation of delegates	\$1,000
Student travel	Financial assistance for student travel costs	\$900/student
<i>Coffee - Muffin / Lunch Sponsors</i>		
Capitol Theatres – Wed to Friday	Muffins and water	\$900
Yk Inn – Wed to Friday	Coffee, doughnuts/muffins, water	\$1800
Explorer– posters / exhibits	Sandwich + veggie platter lunch (\$10/person* 200 people) – Wednesday or Thursday	\$1000 / day
<i>Conference Venues</i>		
Poster session	Partial rental cost of Kat Rooms	\$1,000/day or \$3,000 total
Garnet Room	Talks: Planetary/Space, Sedimentology, Structure and Tectonics, Geoscience Skills, Sustainable Development	\$400/day or \$1200 total
Copper Room	Talks on Economic geology, Submarine Volcanism, Permafrost, Igneous Petrology	\$500/day or \$1500 total
Silver Room	Local Organizing Committee / registration	\$350/day or \$1050 total
Tungsten Room	Paleontology meeting, Geomatics meeting, GAC meeting	\$400/day or \$1200 total
Zinc Boardroom	Speaker Ready??	\$300/day or \$900 total
Theatre 1-day 1	Laurentia special session	\$500
Theatre 1 –day 2	Diamonds special session	\$500

Theatre 1 –day 3	Greenland_Slave magmatism sessions	\$500
Theatre 2 –Day1	Environmental Mitigation	\$500
Theatre 2 –Day2	Greenland	\$500
Theatre 2 –Day3	Mineral Deposits	\$500
Theatre 3 –Day1	Structural Geology and Energy sessions	\$500
Theatre 3 –Day2	Mineral Deposits	\$500
Theatre 3–Day3	GeoSkills	\$500
<i>Social Events</i>		
Ice Breaker	Katimavik Rooms, Explorer Hotel; cash bar with 2 drink tickets/delegate	\$6000 total
	1 drink ticket/delegate	\$2000
	1 drink ticket/delegate	\$2000
	Katimavik Room rental	\$1000
	Snacks (cheese and cracker platters)	\$1000
Social Event	“Diamond Daze” social at Top Knight; partial cost recovery (250pp@\$20);	\$5,000
	Top Knight Rental	\$600
	Drink Ticket (\$6/person*200 people)	\$1200
	Drink Ticket (\$6/person*200 people)	\$1200
Bowlarama	25 per person @ \$40 per person	\$1000
Midnight Sun Golf Tourney	Round of golf and BBQ (50 pp @ \$80; charge \$50/person)	\$1500

C.

The Official Airline of this conference is:
 La compagnie aérienne officielle de cette conférence est:



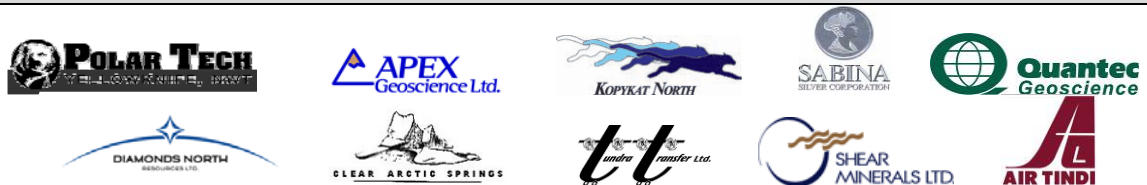
Diamond - Diamant



Gold - Or



Silver - Argent



Bronze - Bronze



