

Schedule:

1. make new schedule for 2014 symposium planning (when are abstracts, posters, etc... due)
2. Set prices for symposium
3. Upcoming deadlines for symposium
3. Events for this summer: World cup viewing by John, other ideas? (target: 5+ events)
4. Website update from Arthur: who still needs their bio? can everyone edit the calendar now?
5. Survival guide for new graduate students from Kevin. Review outline of sections, divide up work for sections
6. Newsletter update. Target: to get out the first newsletter at the beginning of July with a schedule of summer events
7. Qualifying preparation idea for 2nd year students: Kevin/Nicole

1. Symposium

a. Keynote Speaker

- i. Frank reserved rooms last April but G140 was already taken
- ii. Keynote usually in G140
- iii. G124 B124 are reserved
- iv. EE 170 is reserved for keynote?
- v. PHYS 114 112? ARMS 1010? Go for Arms first, Phys second, EE third. Do not use the Atrium.

b. Deadlines

- i. Resume submissions last year 7/14. This year, keep it the same? Yes.

c. Pricing

- i. Last year 700 for first industry rep, 300 for second rep
- ii. Last year came out with 1000 profit
- iii. Keep same pricing? Yes.

d. Hotels - Arthur

- i. Holiday Inn has not been cooperative in the past.
- ii. Did union two years ago. Attendees did not have programs through union.
- iii. Hilton at Wabash landing? First choice. May be booked out. Second choice Holiday Inn (prefer to make hotel upset rather than representatives).

e. Roles for this week(on the drive)

- i. Shin – email entire department, say 7/14 is deadline for resume/presentation commitment
- ii. Keynote speaker is already decided by Varma. We'd like more say in next year's decision. Maybe propose next spring Jim Resoke(sp?) from Honeywell.
- iii. Nathan – industrial liason team composed of upperclassmen who want a job. 5-6 total members. Form team by next week. Update contact list. Nicole meets with Stephanie to check on returned envelopes from last year. Add alumni to list.

1. Deficit of companies for solar/materials and biotech.
Check with professors and alumni from those groups.
 2. Abve from Chicago is a bio group that comes.
 3. Intel? Many alumni work there, but they've never come to symposium.
 4. Use industrial roundtable list for reference.
 5. Conferences charges transaction fee for using a credit card – 10%??
 6. Name tag coloration needs to be better colors to differentiate!!
- iv. Arthur D
 1. Invitation
 - v. Sydney
 1. Brochure
 - f. Other concerns
 - i. Food budget
 1. Department sets budget, changes year to year
 2. Spent 3600 dinner last year. lunch 1600, breakfast/snack 1000. Total ~5000.
2. Website
 - a. Send bio in to Arthur.
 3. Newsletter
 - a. GSO activities
 - b. Put up around the building, send out to email
 - c. Events calendar, photographs from past events
 - d. Once a month
 - e. John Degenstine and Amir have nice photo equipment.
 4. Summer Events
 - a. At least 5!!
 - b. World Cup watching, John planning
 - c. Service activity
 - d. Science on Tap – we could organize one
 - e. Happy Hour
 - i. Last friday of the month
 - ii. We pay for appetizers
 - iii. Near to campus – Nine Irish? The Pint? Brothers?
 - iv. June 27th this month.
 - v. Headed by Mike Cordon.
 - vi. Poll students for where they want to go?
 - f. Michigan Beach/Indiana Dunes
 - i. End of July
 - g. Laser Tag – Indy? Chicago (Rolley ball)? Later in the year when it cools down.
 - h. If we want to have food, we need an attendance poll two weeks in advance to get funding.
 - i. Volley Ball – near gym, can be reserved. Get professors involved?

- j. Potluck in the fall – a few weeks into semester.
- k. Cricket match?
- l. We are required to do international events to get funding.
- 5. Survival Guide for new graduate students – Kevin
 - a. Help for qualifier
 - b. Break down by semester
 - c. Advice for specific advisors
 - d. Academic, social, athletics, where to live
 - e. Social
 - i. Places to live
 - ii. Restaurants
 - iii. Bars
 - iv. Family places
 - v. Parks
 - vi. Map?
 - f. Academic
 - i. First 6 months –
 - 1. PhD comic, fire hose.
 - 2. Advisor selection. Opinions/stat sheet on advisors. Interview advisors, ask for quote, ask for permission to publish it. Contact level(realistic). How group is run. Group size/group structure. Average graduation rate. When do you start working? Expectations. Internships. Traveling/studying abroad. Advisor travel(how often?).
 - 3. Courses
 - ii. Next six months
 - 1. Before your qual, what you need to do. Lit review. Where you should be by certain dates.
 - 2. Deadlines for qualifier report and presentation.
 - 3. Committee selection. What are common committee combinations?
 - iii. Post-qualifier
 - 1. Masters route
 - 2. PhD route
 - iv. Pre-lim
 - v. Conference choices
 - 1. Funding
 - 2. Choosing which ones to go to
 - vi. Internship options
 - vii. Academia terms
 - 1. Sabbatical
 - 2. Associate professors
 - 3. Tenure
- 6. Qualifier issues
 - a. High number of students didn't pass last year
 - b. Variance on amount of practice by group

- c. Practice session in the fall for second years
 - d. Divide up by subject types and who is on your committee.
- 7. Snacks at group meeting
 - a. Sign up on document on group server, rotate