

Meeting Meetings 8/13/2015

Absent: Sean

Symposium Updates:

- Scott McClary – Judging
 - 15 min presentation + 3 min QA + 2 min transition
 - Folder in each room with instructions, 5 minute, and 1 minute warning card, and stop sign.
 - Must stay on schedule! Standardized clock will be your cell phone.
 - Slides must be sent on Monday (may get a lot on Wednesday). Will be loaded to GSO drive AND flashdrive.
 - Coordinate to have a backup laptop.
 - Introduction: Name, Advisor(s), Title of Talk
 - Check presentations and laser pointer when you get there 10 min early. Check with speakers to see how they
 - Dress Business Casual
 - Distribute and collect judging cards
 - Judging cards - any faculty or industrial reps that are present. Profs aren't allowed to judge their own presentations.
 - Some profs or ind rep goes to only one talk. Each proctor should take charge of one door.
 - Judging - Average scores.
- Rick – Judging
 - Print ~500
 - Judging
 - Scott and Robert
 - Will print color certificates along with abstract and resume books.
- Taufik
 - Has parking pass for keynote speaker. Get to Sydney by Tuesday.
- Jimmy
 - Assembling packets.
 - Will need the following:
 - Still waiting to get nametags. Will be different colors and ribbons.
 - Abstract and Resume books from Robert and Arthur
 - Pens, notepad, and chocolate from Sydney.
 - Map of campus with parking garages and Forney highlighted.
 - Map of Forney with lecture halls pointed out
 - First years – will have both masters and PhD... do we wanna differentiate?
- Arthur and Robert
 - Print with tan background and white border.
 - 30 resume books, 100 abstract books.
 - Print schedules
 - Print schedules and post on doors and poster boards for schedules. Get poster boards from Jeff the day before.
- Han-Ting and Zheyu
 - Last year invited both oral and poster presenters.
 - This year we will have 15 more first years... Inviting just oral presenters.
 - Food venues are good!
 - Need to confirm number of attendees for banquet.
 - Talked to Jeff about clearing out atrium.
- Parul and Ridade
 - I-65 north is closed indefinitely. Will take 2.5x longer to get to Purdue from Indy.
 - Abbvie x2, Eli Lilly, DuPont,
 - Email PDF copies to representatives now.

Symposium Schedule Run-Through

- Day of Mixer
 - Mixer starts at 7:00 PM.
 - Officers - get there at 6:20 PM to start setting up (food, tables, nametags, books, etc.)
 - End is ~10:50 PM. Most people will not stay that long.
- Symposium
 - 7:30 AM is breakfast to 8:30 AM.
 - Arthur and Taufik help setup at 6:30 PM.
 - First oral presentation is at 8:30 AM.
 - Last oral presentation is 5:30 PM.
 - Lunch: 12:15 – 1:45 PM. (same time as poster session)
 - Robert and Parul help setup lunch at 12:00 PM.
 - Keynote speaker will be leaving around lunch.
 - Dinner: Attendees arrive 6:30 PM. Dinner starts ~7:00 pm?
 - Officers should get there at 6:00 PM.
 - Drinks: everyone gets 2 tickets, but if you want to buy more you have to pay cash.
 - Underage? – Ask main office whether anyone is < 20 yo
- Wrap-up
 - Cleaning up posterboards, etc.

Other Topics for Discussion

- Monday (First-years):
 - 10 AM to 10:15 AM – GSO introduction for new first years
 - Picnic - ~80 people. Will get Jimmy Johns and fresh fruit, etc.
 - Open to entire department. Send an email to the department. Purpose is to introduce first years to entire dept.
 - 11:30 to 1:30 PM.
 - Get drivers to meet at atrium.
 - Get first-year schedule from Corwin so you can plan around that.
 - Send maps with route to get to picnic since Happy Hollow is closed.
- Mentor-mentee program
 - Sent out email for participants.
- Scavenger Hunt
- Block Party
 - Next Friday at Jamie and Kevin's house. 6:00 to 8:00 PM (pizza and soft drinks)
 - Officers should get to Jamie's place 2 hours before to clean up. (@4:00 PM)