

# ChE GSO Meeting Agenda, 2021.06.10

## Symposium:

### Proposed Symposium Format

#### WEDNESDAY AUGUST 18

Meet and Greet

Probably will be an event for just our department, unknown if reps can come. Daniel and Paulina are in contact with SAO about it.

- Everyone will be responsible for their own transport to venue
- Contact restaurants/venues,
  - How many people can it accommodate
  - Prices
  - Available on Wednesday August 18 at 7 pm and/or Thursday 19th, 6:30 pm?

#### THURSDAY AUGUST 19

	In person	Virtual
Entering	Specify one door as entry/exit  Someone will need to be stationed by the door, take attendance and give masks (and faceshields)  We can offer face shields for those interested but will not be required to wear them	N/A
No breakfast but drinks/coffee	Bottled starbucks/Dunkin donut bottled coffee drinks  (Individually wrapped sandwiches could work)	N/A
Presentations	In person, G124/B124	Stream online Contact ITaP

	<p>Designate one door as entry and one as exit.</p> <p>Have sign up sheets in the entrance to ensure the attendance does not exceed the room capacity.</p>	
Lunch	<p>Determine restaurant that can individually wrap food</p> <ul style="list-style-type: none"> <li>- Tired of Jimmy Johns</li> <li>- Panera, Noodles and Co.,</li> <li>- Purdue Catering can wrap</li> </ul> <p>G140 so everyone faces one way (need to stream something?)</p>	<p>Uber Eats for industrial reps/international students/incoming first years if they cannot attend.</p>
Posters	<p>We can ask for 2 people to sign up to present one poster. One would be in charge of in-person presentation and the other person would be online.</p>	
	<p>We can only have 100 people, might have to limit to 1 poster per person.</p> <p>Email: ask for larger fonts, and graphics</p> <p>Spread out the posters in the hallways of forney. Mark 6 ft distance for speaker and observer.</p> <p>Print out copies of posters on regular 8x11 inch papers for harder to see equations and graphs. Would likely need hand sanitizers near the posters Mark one-way paths</p>	<p>Same as last year, pre-record 5 min, 8 slides (follow the emails from last year)</p> <p>During the 1.5 hours the students would be on webex/other platforms to answer questions from students and judges (if judges prefer to be online)</p> <p><b>Slack?</b> <b>Gathertown?</b> <b>Spatial Chat</b></p>

	<p>**hoping 1st years will come (35), SAO said just need to be cleared for campus access (negative covid test)</p> <p>Posters (30) Presenters (15) Judges (15)</p> <p>-----alternative-----</p> <p>Rapid fire talk (5 min each) in person and stream online. Have posters hung up if anyone wants to ask questions?</p>	
Keynote speaker	In person and stream or on line, depends if the speaker can be on campus or not	
Dinner	Same as meet and greet	

### Keynote Speaker

- Dr. Eric Stangland - contacted, Dow is not allowing travel to events, would have to be virtual
- Dr. Jeff Kloosterman
- Dr. Patrick McGogh
- Dr. Sara Yohe
- Dr. Daniel Pohlman

### Tasks for last week:

- Paulina: Sent invitation to Dr. Eric Strangland for Keynote speaker address, In contact with conferences and ITaP
  - Conferences: should we only list thursday?
  - ITaP - keynote speaker recording
- Form industrial liason team (Daniel)
- Update website with current officers, dates, contact info, online registration (Alex)
- Contact prospective venues for Wednesday/Thursday evening events (previous years have been Carnahan Hall/Lafayette Brewing Co) (Jiselle)

- Carnahan Hall Ballroom - 250 people
- Lafayette Brewing Co 6:30 pm, 120 people seating
- For how long should the reservations be made for? 3 hours?
- Update industrial contact list (can get help from previous year people, Industrial Advisory Council) (Paulina and Daniel)
- Inventory name tag banners, nametag holders, and industrial packet folders and determine how many more we need - number of folders depends on number of industrial reps, number of nametag holders depends on ALL attendees (Ara)

### **Outstanding Tasks:**

- Send out resume submission email with deadline (7/18) (Bev, Sydney, Anne)
- Email faculty and students requesting poster submissions, including all details and the deadline for submission (7/15) (Ilke)
- Create brochure and check with president for approval (Alex)
- Create invitation (include keynote speaker, hotel information, registration info, deadline for registration) and check with president for approval (Zuhal)

### **Tasks for next week:**

- Account number?
- Divide and distribute industrial contact list to Industrial Liasons (Daniel)
  - Reserve poster stands for Thursday (should be done with conferences, confirm with Stephanie) (Ilke/Paulina)
- Confirm commitment of keynote speaker (Paulina)
- Decide on catering service for mixer, breakfast/coffee (Jiselle)
- Speaker submission email (Bev, Sydney, Anne)
  - Order folders, nametag holders, nametag banners (Ara)

### **Officer Updates:**

- VP (Daniel):
  - Shipping invoice for jackets update
  - Reimbursement email
  - Industrial liaison team
  - PhD Success Guide(s)

- Incentive to get student body to fill out forms?
      - Possible dinner for those who filled out?
- Co-Curricular (Ilke):
- Communications (Alex):
  - Send picture and bio
- First Year Representatives (Melissa & Anne):
- Outreach (Ara):
- Safety (David): None
- Social Chair (Zuhal):
  - Aviator Game
  - Disk golf - ice cream (ColdStone)
    - Dr. Morgan has discs for beginners
    - David Dean
- Sports (Bereket):
  - None
- Student Advocacy (Sydney):
- Sustainability (Jiselle):
  - Foodfinders June 19th - 3 people signed up
  - Mugs - 34 students
  - Highway cleanup update?
- PGSG (Montgomery):
- President (Paulina):
  - June 17th - Daniel will lead the meeting
  - In person meeting July 1st - Jimmy Johns, Panera, Noodles and Company, cafe literato pizza
- Staff Advisor (Bev):
- Faculty Advisor (Dr. Morgan):

**Action Items:**

1. Work on symposium upcoming deadlines (see above)
2. Communications: Upload meeting minutes, website with officer profiles and pictures
3. Let Paulina know about upcoming events for Summer (Date, time, and event)
4. Fill out Boilerlink for events that will need reimbursement