

GSO Meeting - 17th June 2021

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?~~~~

Since the main purpose of Meet and Greet is to foster connection between students and industrial reps, Meet and Greet likely won't happen (unless it turns out a majority of industrial reps can and want to attend Symposium in person).

THURSDAY AUGUST 19

	In person	Virtual
Entering	<ul style="list-style-type: none"> ● 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
Coffee instead of traditional breakfast buffet	<ul style="list-style-type: none"> ● Bottled starbucks/Dunkin Donuts bottled coffee drinks ● ~\$170 for 100 bottles of iced Starbucks coffee. ● Hot coffee, one person pours and serves everyone their own cup? 	N/A
Presentations	<ul style="list-style-type: none"> ● In person, G124/B124 ● Designate one door as entry and one as exit. ● Have sign up sheets in the entrance to ensure the 	<p>Stream online Contact ITaP</p> <p>Hybrid could still also be a hassle.</p>

	attendance does not exceed the room capacity.	
Lunch	<ul style="list-style-type: none"> ● Determine restaurant that can individually wrap food <ul style="list-style-type: none"> ○ Jimmy Johns ○ Panera, Noodles and Co. ○ Purdue Catering can wrap ● G140 so everyone faces one way ● (need to stream something?) 	<ul style="list-style-type: none"> ● Uber Eats for industrial reps/international students/incoming first years if they cannot attend. ● Uber eats is a pain in the butt
Posters	Determined this would be very much a hassle.	<p>Spatial Chat may work best. https://www.youtube.com/watch?v=51OwRXsrab0</p> <p>Time stamps: 1:48-~3:00 9:50 - Talking proximity demo</p> <p>https://blog.spatial.chat/online-poster-session-best-practices-spatial-chat/</p> <p>Breakout rooms as backup</p>
Keynote speaker		Eric Stangland can only speak virtually.
Dinner	Awards Dinner	

General Notes

- **Need to determine format.** Right now most feasible options seem to be
 - In-person oral presentations streamed to virtual attendees. Everything else virtual. This option would likely need provided lunch (plus maybe morning coffee/individual breakfast of some sort).
 - Fully virtual
- The main push for in-person was to build camaraderie between students and faculty, new and old. Regardless of which above option we choose, a separate poster session for incoming students is something we feel should be a priority.

- When would this separate poster session be? Before or after symposium? Before may be better in terms of having Forney to ourselves before UGs arrive although it would likely interfere with orientation schedule for incoming students.
- Reserving rooms in FRNY is still tricky.

Notes/Feedback about above:

- Entering
- Coffee
- Oral Presentations
 - Hybrid may still prove somewhat of a hassle.
 - iTaP recording is expensive. May want to use Webex recording like last year to save on potential costs. (Although with the reduced costs of doing most things virtually, maybe this isn't as big of an issue?)
 - Webex recording would require strategic camera placement, while also having presenter share slides on Webex. May be difficult to point at figures, diagrams, etc. both in-person and virtually.
- Lunch
- Posters
 - Daniel contacted Spatial Chat for a quote.
 - Hybrid poster format for spatial chat plus live poster presentation. Presenters posting poster on spatial chat while also being mic'd up/near computer to interact with live and virtual attendees.
- Keynote
- Awards Dinner

Keynote Speaker

- Dr. Eric Stangland
 - PhD in Catalysis, Purdue 2000
 - Principal Research Scientist, Dow
 - Not allowed to travel to events, would have to be virtual

Tasks for last week:

- Daniel: Distribute contacts among team and begin sending out invites
- Ilke: Reserve poster stands (probably won't need to be done if we go fully virtual again).
- Paulina: Confirm keynote speaker
- Jiselle: Decide on catering services for lunch/awards dinner

- Bev, Sydney, Anne: Send out reminder for speaker submission email
- Alex: Work on online registration
- Ara: Met with Bev to discuss and decide on inventory (we have materials - nametag holders, swag bags; will depend on the final format). Will print out names of attendees closer to symposium

Outstanding Tasks:

- Paulina: In contact with conferences and ITaP
 - Conferences: should we only list thursday?
 - ITaP - keynote speaker recording
- Daniel + liaisons: Begin sending out invites to industrial reps
- Send out resume submission email with deadline (7/18) (Bev, Sydney, Anne)
- 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 Liaisons (Daniel)
- Confirm commitment of keynote speaker (Paulina)
- Reach out to Dr. Kim and Wei-Lee to discuss Symposium pay (was this technically covered in our meeting with Dr. Kim last week?)

Officer Updates:

- VP (Daniel):
 - 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):
 - Added all information to the gso website
 - Please check for accuracy and let me know if there are any issues
 - Will add meeting minutes soon
- First Year Representatives (Melissa & Anne):
 - Sent 0th years "Starting at Purdue" email

- Bubble tea social in progress (June 29 at 3:30pm)
 - For current 1st years
- Outreach (Ara):
 - Started communicating with schools for events (Science Lessons @ Murdock, Solar Racers Event (next Spring), GER2I - Gifted Education Research and Resource Institute)
 - GERI looking for (paid) volunteers for their summer 2021 programs
- Safety (David):
 - Open the computer labs for printing?
 - Liquid nitrogen tank on outside ramp.
 - Use loading dock instead. Train 1 person per group.
 - Updated Covid rules for FRNY?
 - Office occupancy requirements?
- Social Chair (Zuhal):
 - Aviator Game
 - Thur. July 1st
 - Disk golf - ice cream (ColdStone)
 - Thur. June 24th
 - Dr. Morgan has discs for beginners
 - David Dean
- Sports (Bereket):
 - None
- Student Advocacy (Sydney): no update
- Sustainability (Jiselle):
 - Foodfinders June 19th - 3 people signed up
 - Mugs - 34 students
 - Highway cleanup update?
 - Julyish
- 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, **Potbelly Sandwich Shop**
 - Outside? Weather permitting
- 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