

GSO Meeting - 1st July 2021

Proposed Symposium Format

THURSDAY AUGUST 19

Platform: Slack (central platform with all the links in a designated place)

- Easier for everyone to navigate and industrial reps might be more familiar with slack than Spatial Chat
- Reps can chat with us if there are any technical difficulties.

Posters and networking: Spatial Chat

Introductions	
Presentations	Webex
Lunch	Break - Open spatial chat for networking?
Posters	<p>Should we have 1st year students attend a symposium poster session or separate session?</p> <p>Spatial Chat presentation</p> <ul style="list-style-type: none">- 2x2 (four posters) per room, up to 50 rooms- Separate rooms for group posters- Room for general mingling/networking. Separate rooms for reps+presenters and 1st year+students+professors <p>Ideas from Meeting</p> <ul style="list-style-type: none">• Scheduling judges/industrial reps to avoid bottlenecking of rooms
Keynote speaker	Webex Speaker Confirmed
Dinner	<p>Awards Dinner</p> <p>Carnahan Hall (venue) with The Outpost catering (food)</p> <p>Jiselle Updates:</p> <ul style="list-style-type: none">- The Outpost Catering + Purdue Room - capacity 56 people (enough for awards with winners, GSO and faculty). Asked SAO about 50% capacity rule and if that would apply. They said likely

	<p>no and follow venue rules (thus we can have 56 people) but did not give a definitive answer</p> <ul style="list-style-type: none"> - Carahan hall ballroom 3600 USD <ul style="list-style-type: none"> - Invite the whole department? - Ayse Eren
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Friday - Interviews

Price for attending: 100, 50 for add.

Spatial Chat Updates (Daniel, Ilke):

- 570 USD, 50 rooms and 50 people per room max. 300 people limit
- Can start preparing the room 2 weeks in advance (August 5th)
- Need to design spaces. New templates vs over-laying spatial chat templates
 - Need to test out the templates before proceeding to ensure the audience can hear the presenter clearly from their respective audience
- 2x2 posters (4 poster per room)
- Ask presenters for posters (what format? .jpeg?) and we will upload the posters ourselves to SpatialChat

Tasks from last week:

- NEW ROLES: Virtual Platform Committee: Daniel, Jiselle, Bereket, Anne, Montgomery
- Create brochure and check with president for approval (Alex)
- Form list of student speakers (Bev, Sydney, Anne)
- Email student speakers requesting submission of abstracts with deadline (7/15) (Bev, Sydney, Anne)
- Send reminder email about upcoming deadline of resume submission (7/15) (Bev, Sydney, Anne)
- Work with publications coordinator B to determine format of abstract submissions, then make sure everyone submits in this format. Be strict :) (Bev, Sydney, Anne, Zuhail)

Tasks for next week:

- Send reminder email about upcoming deadline for poster submission (7/15) (Ilke)
- Create resume and abstract book cover page (Zuhail and Montgomery)
- Get presentation schedule from scheduling coordinator (Zuhail)
- Begin to assemble abstract book (Zuhail)

- Send reminder email about upcoming deadline of resume submission (7/15)(Bev, Sydney and Anne)
- Generate detailed presentation schedule and send to publications coordinator B (Bev, Sydney and Anne)
 - Should we brainstorm the categories and order together?
 - Fundamental and applied chemE
- Get keynote speaker abstract and bio from speaker (Zuhal)
 - Emailed Dr. Stangland and asked for bio by July 15th
- Send reminder email about upcoming deadline of abstract submission (7/15) (Bev, Sydney and Anne)
- Should have registration link up soon; complete the brochure (Alex) and email reps with the link Industrial Liaison Team
 - Extend deadline to July 31st
- Continue working on booking the award dinner venue (Jiselle)
 - Reach out to Ayse to ask how they paid for the venue 2 years ago (Daniel)
- Virtual Platform Committee: Daniel, Jiselle, Bereket, Anne, Montgomery
 - Slack - do we need a paid version or is free version enough just to share links and direct people to correct place
 - Continue working on spatial chat. Schedule a demo session?
- Credit card and reimbursement protocol (Montgomery, Anne, Jiselle) - Done (Address with Ayse)

Officer Updates:

- VP (Daniel):
 - Industrial liaison team
 - [Events Google Sheet](#)
 - PhD Success Guide(s)
 - Incentive to get student body to fill out forms?
 - Free Union Rack and Roll + Dinner
- Co-Curricular (Ilke):
 - Future faculty seminar
 - Dr. Kim interested, work with him for good time
- Communications (Alex):
 - Pictures of in-person events for website
- First Year Representatives (Melissa & Anne):
 - First year picnic (July 17 from 11am-2pm)
 - Submitted for approval

- Bubble tea social was held on June 29 at 3:30pm
 - Waiting for reimbursement
- Outreach (Ara):
- Safety (David):
 - Computer lab open! G023 color and black and white
 - Tank found in return cage without safety cap (implies that it was transported without safety cap)
 - Masks are now only required in instructional spaces (classrooms, computer labs, instructional laboratories, etc.)
 - Research spaces (offices and labs) return to full capacity
 - Definition of “instructional space”
- Social Chair (Zuhal):
 - Film club - Friday July 2nd
 - Aviator Game
 - Thur. July 1st
 - Disc golf - ice cream (ColdStone)
 - Thur. July 8th
 - Dr. Morgan has discs for beginners
 - David Dean
- Sports (Bereket):
 - None
- Student Advocacy (Sydney): no update
- Sustainability (Jiselle):
 - FoodFinders - Tentative date: July 31
 - Mugs - 34 students - I will order 50 mugs. Quote: \$481.09
 - Awaiting approval from Dr. Corti
 - Highway cleanup update?
 - Contacted Michele from INDOT about this. July 17th - tentative.
 - No response from Michele as of 7/1. Will reach out next week.
- PGSG (Montgomery): None
- President (Paulina):
 - We will meet in Daniel’s webex for next 2 weeks
 - Qual Panel - Week of July 19th, in person and insomnia cookies
 - Potential events for this year:
 - Symposium
 - Seminars:
 - Future Faculty Seminar
 - Future Post-Doc Seminar

- Truth and Beauty Seminar
- Outreach:
 - Solar rollers
 - Murdock
- Sustainability:
 - Arbor day
 - Highway cleanups
 - Clothing drive
- Social:
 - Monthly coffee breaks
 - 1 event a month
- GSO Clubs:
 - Film Club
 - Book Club
 - Art Club
 - Album Club
- Town Halls (2 a semester)
- First year reps:
 - First-year picnic
 - Block party
- Initiatives: Diversity and Inclusion:
 - Women in Engineering
 - Seminars focusing on experiences of women in engineering (AIChE)
 - Focus groups for fall semester to identify what department does well and areas of improvement
 - How to get international students more involved in the department?
 - International student rep seat?
 - Events to include +1
 - Task for officers! Ask international students in your group about what events they would be excited to attend! If you are an international student, what event would you be excited to attend!?
 - Lunar new year celebration
 - Origami night
 - Tea party
 - Night Market

- Taste of [Country]
- Karaoke
- Trivia (The Office)
- Work with undergraduate AIChE on possible mentoring program (early years 2nd years)
 - Omega Chi Epsilon?
 - Future grad school seminar/chill night with food :)
 - Cistar /surf. reu
- Staff Advisor (Bev):
 - Qual info today or tomorrow
 - We have 24 speakers signed up for symposium
 - will be sending them the templates for the resume and abstract today or tomorrow
 - the list is in the “schedules” folder.
- 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
5. Upload any planned events to the [Events Sheet](#)