

GSO Meeting - 8th 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

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| Introductions | |
| Presentations | Webex |
| Lunch | Break - Open spatial chat for networking? |
| <u>Posters</u> | <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 - Dr. Eric Stangland |
| Dinner | Awards Dinner Carnahan Hall (venue) with The Outpost catering (food) Jiselle Updates: <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 no and follow venue rules (thus we can have 56 people) but did not give a definitive answer |

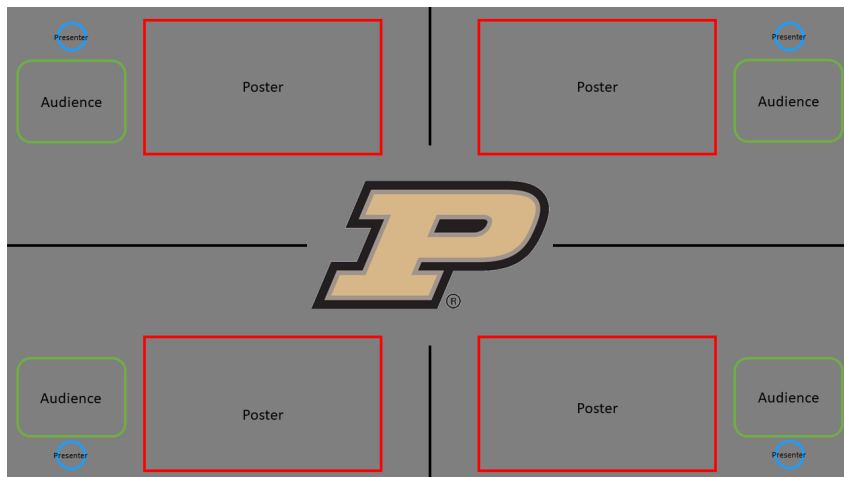
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| | <ul style="list-style-type: none"> - Carahan hall ballroom 3600 USD <ul style="list-style-type: none"> - Invite the whole department? - Ayse Eren (She suggests asking Jessica Torres. Jessica used the Columbia Room - no longer exists- and The Outpost Catering.) We can do Purdue Room w/ Outpost Catering. <p>Daniel Updates:</p> <ul style="list-style-type: none"> • Working with CHEBO to arrange payment with department credit card |
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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 rooms 2 weeks in advance (August 5th)
 - These two weeks still only allow max attendance of 50 across entire space.
- 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)
- Will likely have breakout “lounge” room for general mingling.
 - Could also have separate lounge specifically for mingling with industrial reps.
- Ask presenters for posters (.png format) and we will upload the posters ourselves to SpatialChat
 - Image size of 4608x3456

Slack Update:

- <https://slack.com/help/articles/115003205446-Slack-plans-and-features>
- Free version
 - Up to 10,000 messages.
 - 5 GB storage

Tasks from last week:

- Send reminder email about upcoming deadline for poster submission (7/15) (Ilke)
 - **Extend deadline to July 31st.**
- Create resume and abstract book cover page (Zuhal and Montgomery)



- Get presentation schedule from scheduling coordinator (Sydney, Anne, Bev)
- Begin to assemble abstract book (Zuhal and Montgomery)
- 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)

- 24 speakers, have 3 rooms per session w/ 4 per room
- Will need 6 proctors for 1 h 40 min each
- Categories will be: material science, pharmaceuticals, biotech, energy/process intensification, fluid dyn & interfacial phen, cat & rxn eng and misc.
- Get keynote speaker abstract and bio from speaker (Zuhal)
 - Paulina emailed Dr. Stangland and asked for bio by July 15th
- Email reps follow-up email and brochure with registration info
 - Extend deadline to July 30th.
- Continue working on booking the award dinner venue (Jiselle)
 - From Daniel - Per Jessica Torres, most of symposium expenses including food for 2019 edition was covered by Dr. Kim (which I assume means the department).
- Get resumes from scheduling coordinators and begin to assemble resume sample book (Alex)
- Get keynote speaker abstract and bio for abstract book from president (Zuhal)
 - Should have it by July 15th
- Get welcome letter for abstract book from president (Zuhal)
 - In the president folder on our drive
- Plan awards dinner menus with the rest of GSO, including vegetarian, vegan, gluten-free and meat options (Jiselle)
- Get proctors (generally GSO officers) for each session of presentations (Bev, Sydney, Anne)

Tasks for next week:

- Personally contact any faculty who has not (or whose students have not) responded with poster submissions (Ilke)
 - Have final list of posters
- Choose and contact 3 judges for the poster session per category. We generally have three differing faculty - last year we had an emeritus professor, a tenured professor, and a newer professor. (Montgomery, Melissa)
- Create certificate design for poster session and oral presentations (Melissa, Montgomery)
- Provide Zuhal with welcome letter (Paulina)
- Get formatted abstracts from scheduling coordinator (Zuhal)
- Send all formatted abstracts to Zuhal (Bev, Sydney, Anne)
- Send all resumes to Alex (Bev, Sydney, Anne)
- Virtual Platform Committee (Daniel, Jiselle, Bereket, Montgomery)
 - Begin assembling guides for SpatialChat, Slack, and WebEx.

- Will need to schedule a SpatialChat demo in the coming weeks.
 - Hold a GSO meeting via SpatialChat?

Officer Updates:

- VP/Treasurer (Daniel):
 - Industrial liaison team
 - [Events Google Sheet](#)
 - PhD Success Guide(s) ***Will table until after symposium***
 - 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):
 - None
- First Year Representatives (Melissa & Anne):
 - First year picnic (July 17 from 11am-2pm)
 - Current 1st years
 - Denied due to SAO form updates
 - Will be resubmitted on/after July 9th → preferred the same day
 - Bubble tea social was held on June 29 at 3:30pm
 - Reimbursement pending
- Outreach (Ara):
 - Spoke with the principal of the school (Murdock)- hopefully get in touch with the program director
 - Ideas for Highschool students
 - Q. for GSO budget
- Safety (David):
 - Masks are now only required in instructional spaces (a room associated with coursework)
 - Research spaces (offices and labs) return to full capacity
 - Public spaces such as hallways are optional for masks
 - The email I sent out last week is an accurate representation of the Department's policy
- Social Chair (Zuhal):
 - Film club - Friday, July 2nd
 - Aviator Game - Thursday, July 1st
 - Disc golf - ice cream (ColdStone) Thursday, July 8

- People seem to have plenty of discs
 - Ideas submitted to “anonymous link”: volleyball (Pickett Park, tournament or casual), ultimate frisbee casual game
- Sports (Bereket):
 - Someone from the department suggested that I should organize a pickup frisbee event sometime this summer. I will try to work with Zuhail to try and get that setup.
- Student Advocacy (Sydney):
 - Q. about clarifying symposium platform
 - “Anonymous submission” communal technical bookshelf in the grad lounge
- Sustainability (Jiselle):
 - Food Finders - Saturday, August 7 at 11:45 AM (8 slots available)
 - Mugs - 34 students - I will order 50 mugs. Quote: \$481.09
 - Dr. Corti approved purchase on 7/8
 - Highway cleanup update?
 - Contacted Michele from INDOT about this. July 17th - tentative.
 - No response from Michele as of 7/1. Will reach out again.
- 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 (Freshman/sophomores?)
 - 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](#)