

GSO Meeting - 15th July 2021

Symposium Format

THURSDAY AUGUST 19

Platforms: 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

Confirmed Schedule:

| Time | Event |
|----------------------------------|-----------------|
| 9:00 - 10:00 | Keynote Speaker |
| 10:10 - 11:50 (25 m per: 15/5/5) | Oral Pres I |
| 12:00 - 12:45 | Lunch/Break |
| 12:50 - 2:50 | Poster Session |
| 3:00 - 4:40 (25 m per: 15/5/5) | Oral Pres II |
| 4:40 | Closing Remarks |

| | |
|---------------------------|---|
| Keynote speaker | Webex Speaker Confirmed - Dr. Eric Stangland |
| Oral Presentations | Webex 2 concurrent rooms for each session. Contacting industrial reps for judges? <ul style="list-style-type: none">• Give industrial reps "card" before attending that they fill out for each oral presentation |
| <u>Posters</u> | Should we have 1st year students attend a symposium poster session or separate session? SpatialChat notes <ul style="list-style-type: none">- 2x2 (four posters) per room, up to 50 rooms- Separate rooms for group posters |

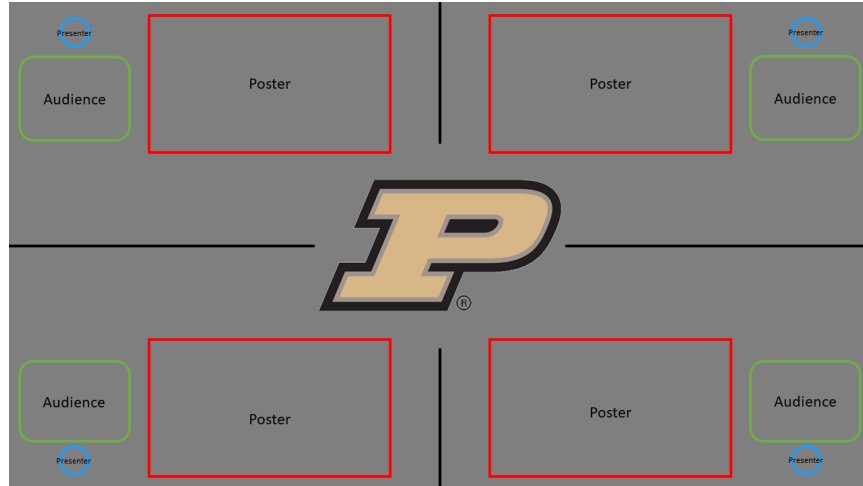
| | |
|----------------------|--|
| | <ul style="list-style-type: none"> - Room for general mingling/networking. <p>Ideas from Meeting</p> <ul style="list-style-type: none"> ● Scheduling judges/industrial reps to avoid bottlenecking of rooms |
| Awards Dinner | <p>Purdue Room (venue) with The Outpost 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 no and follow venue rules (thus we can have 56 people) but did not give a definitive answer <p>Daniel Updates:</p> <ul style="list-style-type: none"> ● Working with Dr. Kim to arrange payment. |

Friday - Interviews

Addl. SpatialChat Notes (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





- 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)
 - Done and selected
- Get presentation schedule from scheduling coordinator (Sydney, Anne, Bev)
 - **Will be finalized today 7/15**
- Begin to assemble abstract book (Zuhal and Montgomery)
- Send reminder email about upcoming deadline of resume submission (Bev, Sydney and Anne)
 - **Reminder was sent to submit abstracts + resumes 7/15**

- 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.
 - **Working on a form**
- 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 (Industrial Liaisons)
 - 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)
 - **Need estimate for vegetarian/vegan meals for no additional charge no closer than a week before symposium**
- 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)
 - Faculty has already been contacted still forming final lists

- Create certificate design for poster session and oral presentations (Melissa, Montgomery)
 - Dates are updated on previous designs and saved in the drive. A new design can be created if people want a change
- Provide Zuhail with welcome letter (Paulina)
- Get formatted abstracts from scheduling coordinator (Zuhail)
- Send all formatted abstracts to Zuhail (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 (Daniel):
 - Industrial liaison team
 - [Events Google Sheet](#)
 - Have budget update for next GSO meeting
 - 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
 - Will try for Thursday afternoon seminar time. Need to determine date.
 - Dr. Kim wants in-person, recorded, live stream, food
- Communications (Alex):
 - Change DCC event description on Purdue CHE GSO calendar
 - Look into Google Calendar incorporation for website
- First Year Representatives (Melissa & Anne):
 - GSO equipment
 - GSO closet (office) in FRNY basement in UG lounge.
 - Planning the 1st year picnic on August 16th
 - Plan on inviting the entire department
 - Catering from the Outpost
 - Held at Pickett Park (maybe)
 - Held at Cumberland Park for 2019.

- First year bowling week of August 2nd
- Summer picnic will be held on July 17 from 11am-2pm in Pickett Park
 - coolers/bins/buckets/volleyball??
 - Bringing significant others??
- Bubble tea social was held on June 29 at 3:30pm in FRNY G124
 - Reimbursement pending
- Outreach (Ara):
 - Started communicating with Murdock School rep.
 - Will send out survey later to seeing availability and interest of students to help with Murdock
- Safety (David):
 - Anonymous link silent...
 - Talk to Indiana Oxygen about not using ramp to move liquid N2 tanks
 - Ask Dr. Nagy for clarification on using ramp for full vs. empty liquid N2 tanks (in gas cylinder SOP)
- Social Chair (Zuhal):
 - Coffee breaks are coming back - July 30th - Fuel West for the summer
 - Normal coffee breaks (hopefully) this Fall
 - Planning Volleyball tournament or casual game depends on the demand
 - Determine interest for casual vs tournament (or both)
 - 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):
 - New update for the pickup ultimate frisbee event I was attempting to hold: submitted to SAO and awaiting approval, SAO required rental of the gold and black IM fields (I find this pointless as they are usually free), thinking about relocating the event,...
- Student Advocacy (Sydney):
 - "Anonymous submission" communal technical bookshelf in the grad lounge
- Sustainability (Jiselle):
 - **Food Finders** - Saturday, August 7 at 11:45 AM (**2 slots left!**)
 - **Mugs** - 34 students - 50 mugs ordered on Mon, July 12. ETA: July 26-27
 - Dr. Corti approved purchase on 7/8.

- **Highway cleanup update:** Adopt-a-highway program suspended until further notice. Debbie Monts (INDOT) says to check back in September.
- PGSG (Montgomery): None
 - PGSG will resume September 1st
- President (Paulina):
 - We will meet in Daniel's webex for next 2 weeks
 - Qual Panel - 7pm Mon. July 19th
 - 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.
 - Fall events guidelines:
(<https://protect.purdue.edu/updates/fall-2021-events-guidelines/>)
 - On vacation until Mon. July 26th.
 - Will send Anne and Melissa info for Cumberland Park reservation
- 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](#)