

GSO Meeting - 22nd July 2021

Symposium Format

THURSDAY AUGUST 19

Confirmed Schedule:

Time	Event
9:00 - 10:00	Keynote Speaker
10:10 - 11:50 (25 m per: 15/5/1)	Oral Pres I
12:00 - 12:45	Lunch/Break (Have SpatialChat open for those wanting to mingle?)
12:50 - 2:20	Poster Session (SpatialChat)
2:30 - 5:00 (25 m per: 15/5/1)	Oral Pres II
5:00	Closing Remarks (Paulina and Daniel)

Tasks from last week:

- Slack/Spatial chat updates? (Daniel, Jiselle, Bereket, Montgomery)
 - Dr. Kim has approved funding for the SpatialChat fee
 - 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?
 - August 5th -
 - Create poster layout - July 31st
- Get presentation schedule from scheduling coordinator (Sydney, Anne, Bev)
 - **Will be finalized today 7/15**
- Begin to assemble abstract book (Zuhal and Montgomery)
 - Waiting on abstracts and other content
- 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)
 - 22 speakers, have 2 rooms per session w/ 5 or 6 per room
 - Will need 4 proctors for 1 h 25 min or 1 h 45 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 - Will poke
- Email reps follow-up email and brochure with registration info (Industrial Liaisons)
 - Follow-ups sent
 - Extended deadline to July 30th.
- Continue working on booking the award dinner venue (Jiselle)
 - Secured funding from Dr. Kim
- Get resumes from scheduling coordinators and begin to assemble resume sample book (Alex) - on hold
- 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)
- 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
 - Reminder email will be sent out soon
 - Are 4 judges enough for 8 research posters?
- Send all formatted abstracts to Zuhal (Bev, Sydney, Anne)
 - Found in Symposium\Symposium 2021\Schedules\Abstracts
- Send all resumes to Alex (Bev, Sydney, Anne)
 - Found in Symposium\Symposium 2021\Schedules\Resumes

Tasks for next week:

- Bump those on industrial contact list who have not responded or RSVPed (Montgomery)
- Print judging cards and sample judging cards for the judges (work with the publications coordinators for printing) (Melissa)
 - Qualtrics Survey
- Print sample certificates (Melissa)
- Secure gift for keynote speaker (Paulina)
- Secure gifts for industrial reps attending (Paulina)
 - maybe?
- Print sample resume book at Boiler Copymart (Alex)
- Print sample abstract book at Boiler Copymart (Zuhal)

Officer Updates:

- VP/Treasurer (Daniel):
 - [Events Google Sheet](#)
 - Working on budget
 - Work with Dr. Kim about funding
 - GSO Google calendar access
 - marsing.melissa93@gmail.com
 - anneetherserban@gmail.com
- Co-Curricular (Ilke):
- Communications (Alex):
 - Now have calendar access
 - Added 1st year picnic and it does sync to the website
 - Will add the remaining events I was sent
- First Year Representatives (Melissa & Anne):
 - Updates on Mentor-Mentee program
 - 15/32 mentees and 27 mentors
 - Reminder emails scheduled (7/26)
 - Working on pairing them up
 - Waiting for schedule before planning other events during orientation week
 - GSO closet
 - Clean up day with some GSO officers

- Planning the 1st year picnic on August 16th
 - Plan on inviting the entire department
 - Catering from the Outpost
 - Possible locations: Cumberland Park and Happy Hollow
 - Discuss payment method for bill of ~\$2,000
- Bowling will be held on August 5th from 7-9pm at the Rack and Roll
- Summer picnic was held on July 17 from 11am-2pm in Pickett Park
 - Reimbursement pending
- Outreach (Ara):
- Safety (David): Safety committee meeting last Friday.
 - Ramp restriction only applies to liquid N2 tanks.
 - Gas cylinder/tank SOP will be reviewed by the committee.
 - Nothing submitted to the anonymous link since March/ April...
 - Upcoming safety moment slides during seminar
 - Need topic ideas!
 - Upcoming ChESS webinars for Fall (looking to host 2 webinars)
 - Need topic ideas!
- Social Chair (Zuhal):
 - Coffee Break @Fuel - Fri, Jul 30, 2021 12:00 PM
 - Volleyball Tournament Pickett Park
- Sports (Bereket):
 - SpatialChat guide from Raj Gounder (we have to repurpose it for GSO symposium)
 - Ultimate frisbee event is tabled for now (they're asking me to reserve and pay for the black and gold IM fields).
 - Unofficial pickup sports GroupMe?
- Student Advocacy (Sydney):
 - Submission about office cleanup
- Sustainability (Jiselle):
 - Food Finders - August 7 @ 11:45-2 PM
 - Mugs - ETA: July 26-27
- PGSG (Montgomery): None
 - PGSG will resume September 1st
- President (Paulina):
 - Feelings on in-person meetings?
 - Collaborations with undergraduate AIChE
 - Panels and informal mixers, earliest late September
 - Budget due Aug 6th

- Events for international students?
 - Other events?
 - Held qualifier Q&A panel
- Staff Advisor (Bev):
 - On vacation until Mon. July 26th
- Faculty Advisor (Dr. Morgan):