

GSO Meeting - 30th August 2021

Symposium Debrief

<u>What did we do well?</u>	<u>Room for improvement?</u>
<ul style="list-style-type: none">- Spatial chat	<ul style="list-style-type: none">- Split up work within symposium - edit the spreadsheet on the drive for the next year- Bev forward emails- Not many first years attended<ul style="list-style-type: none">- Mention during picnic, socials, etc during the first week- Reconsider slack?<ul style="list-style-type: none">- If we use, standardize name- Reconsider guides, needed?- Reps from other fields?<ul style="list-style-type: none">- Ask faculty before symposium for contacts- Alumni relation officer- Former lab mates?

Feedback survey:

- What role did you have with Symposium? Select all that apply.
 - Industrial Representative
 - Faculty Member
 - Oral Presenter
 - Poster Presenter
 - Volunteer
 - Other
- Which sessions did you attend?
 - Keynote speech
 - Morning presentations
 - Poster Sessions
 - Afternoon presentations
- These next questions are open-ended regarding the various events of Symposium. There will be more specific questions later based on the role you selected in Question 1.

- Do you have any feedback regarding the keynote address?
- Do you have any feedback regarding the oral presentation sessions?
- Do you have any feedback regarding the poster presentation session?
- Do you have any feedback regarding the overall model and flow of Symposium?
- How did you like the WebEx presentation format?
- Did SpatialChat add to your experience at the symposium?
- Did Slack add to your experience at the symposium?
- Did you find the online platforms to be prohibitive?
- How can we improve?
- Any concerns or suggestions for the future.

(Questions for students)

- How effective was Symposium in helping you make connections for potential future employment?
- How important are monetary awards attached to oral and poster presentations?
- How reasonable do you feel the selection process for oral and poster presentations was?
- How appropriate do you think that the oral presentation structure (15 minutes present, 5 minutes Q & A, 5 minutes transition) was?

For reps:

- How useful was Symposium for connecting you with potential employees?
- Do you have any feedback regarding the registration process?
- Do you have any feedback regarding the cost of the event, particularly when compared with other events that you or other members of your company attend?
- How likely are you (or someone from your company) to return for the 29th Annual Graduate Research Symposium next year?

GSO event guidelines

- Discuss proposed events during GSO meetings so we can help you improve the event
 - **List all expenses**
- Submit the APF form at least 2 weeks in advance
 - **Add Paulina and Daniel as approvers to events created in Boilerlink.**
- Take attendance at your events
 - App or via attendance URL
- (print out Protect Purdue poster? And post them?)
- Make sure you follow all COVID protocols
 - Everyone keeps masks on unless actively eating
 - Social distancing is practiced
 - If handing things out, wear gloves!
 - Hand sanitizers and sanitizing wipes should be available to all students in attendance
 - Bring extra masks in case someone needs one
 - If someone does not follow instructions, ask them to leave

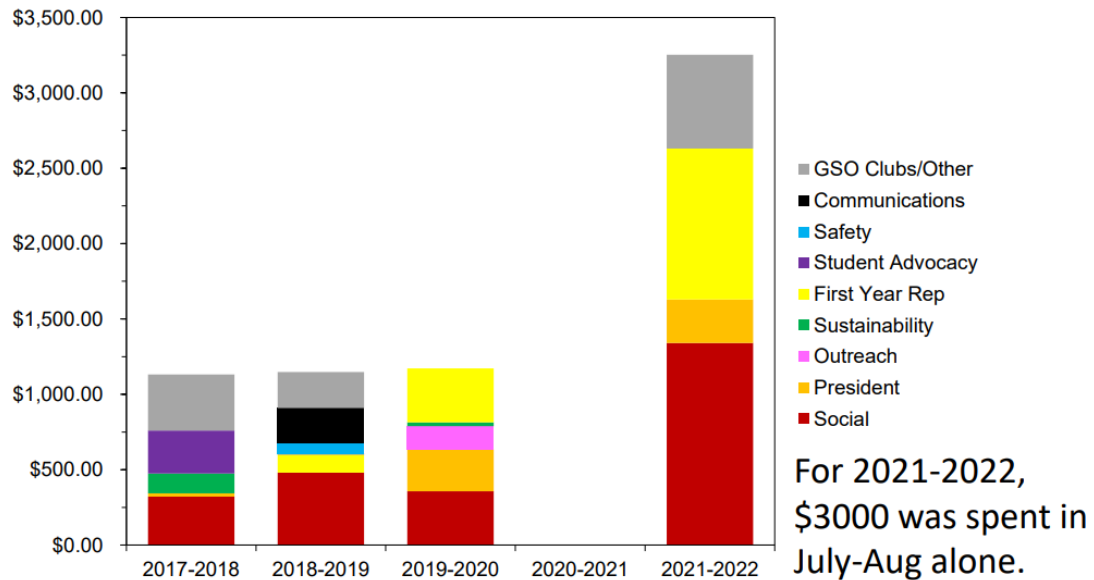
SAO Event guidelines:

<https://protect.purdue.edu/updates/fall-2021-events-guidelines/>

Dining events:

- Boxed meals or prepackaged foods should be utilized and dining held outdoors to the extent possible.

Summer Months (June-Aug)



Symposium Income

Year	\$
2017	\$8575
2018	\$5160
2019	\$7680
2020	\$1250
2021	\$1200

IAC Poster Session

- Sept 23rd seminar
 - Read bio and come prepared with questions
 - (Bev) email students reminding of the mandatory seminar session
 - Osra unsure if we could have coffee
- GSO is going to help to coordinate poster session for the IAC Event
- Date: September 24th (have the posters hung up by 8 am)
- Location: Atrium
- Dr. Kim asked for posters to be displayed in Atrium, but students are not to be in attendance (Covid restrictions)
- Our roles:
 - **Ilke (Poster coordinator):**

- email people who presented posters at symposium and ask them to print out the posters and submit them to us. Attach a sign up sheet with categories (just like we did for symposium). Tell people that the deadline to sign up is **September 17** (we need time to organize the posters)
 - I am waiting on Osra to tell me if group posters are okay or if just research posters should be displayed. I am also waiting for a rough estimate of posters Dr. Kim would like to display
 - One poster per research group? 10-15 posters
- Plan: Let's email all the people who presented research posters and ask them to print them out and submit them to us by **September 23rd**
 - Directions for printing: email Jason Davenport at jwdavenport@purdue.edu for printing. I think Jason needs at least 24 hours to print a poster.
 - I think we typically do not pay or reimburse people for posters
- Follow up email/reminder email Sept 10th
- **Ara (Poster Facilitator):**
 - contact Jeff and ask to clear out Atrium for Sept 23rd (take the chairs and tables away), and to put out the poster boards? Ask if he could do that the day before (August 23rd) so we have more time to put posters up
 - Ask him where the poster boards are and many we have. Inspect the poster boards (see if they are usable)
- poster layout handout (**Montgomery**)

Officer Updates:

- VP/Treasurer (Daniel):
 - [Events Google Sheet](#)
- Co-Curricular (Ilke):
- Communications (Alex):
- First Year Representatives (Melissa & Anne):
 - Groupme is poppin'
- Outreach (Ara):
- Safety (David): Indoor food events. Maskless report.
 - Hold events outside

- Social Chair (Zuhal):
 - Volleyball - sept 10
- Sports Chair (Bereket):
 - 3 teams for iron leagues 150 usd
 - Cricket gear? - Send email out to ask if anyone has equipment
 - Badminton?
 - Chat for sports
 - Rock-climbing
- Student Advocacy (Sydney):
 - Lab clean up
- Sustainability (Jiselle):
 - Next FoodFinders - TBA soon
 - GSO Mugs - Quite a few left. Let me know if any other 1st years haven't received their mug yet.
- PGSG (Montgomery):
- President (Paulina):
 - Send surveys to students asking what events they would like?
 - AIChE co-hosted events
 - Informal mixer for October/November
 - Dates to avoid?
 - October 11-15
 - November 7-11
 - September email, anything to emphasize?
 - Protect purdue link
- Staff Advisor (Bev):
- Faculty Advisor (Dr. Morgan):