



GRC Committee Meeting Agenda

September 28, 2017
10:00A.M.-11:00A.M.

GRC Chair: Scott Riley II

Members: Morgan B., Eleanor B., Ging S., Dawn G.

I. Call to order/Roll Call: Morgan absent excused

II. Agenda Items

a) Introductions/ Discussion

b) Workshops: How many/ What are they? Think 3.

- How to write an abstract. (Monday the 23rd -25th(12-1) October Ging)
- How to present to laymen. (Ging (Alice)) Eleanor B. volunteered (possibly December maybe February)
- Conference skills (time management, answering questions, eye contact body language) use of aids (technology etc.) Eleanor B.
- Ging promise workshop –Nov.8th or 29th.

c) Time line for Application Deadline/Abstract Submission

- Date of conference (03/28/2017): Can we get the room the night before?
- Application: Last day of semester DEC12th so soft deadline 20th of December- Hard deadline January 12th?
- Abstract submission open by OCT 20th.

d) Conference Title: Interdisciplinary Innovations (Ging)- build a theme off of it.

e) Format of conference/Theme/ Itinerary

- Afternoon reception for 2nd poster session
- Larger slot for 3mt so more people can participate.
- Make longer time slot for GRC.

f) Make task list to be completed by next week.

- Rough draft of flyer (adv. For workshops and abstract submission)
- Revising the abstract form
- Everyone bring 2-3 panel topics to discuss.
- Word limit for abstracts (250 limit)

III. New business

- a) None

IV. Adjournment