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 2\textsuperscript{nd} 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