

Evolution Learning Community  
Student Conference Planning Committee Meeting  
September 30, 2008  
4:00 - 5:00 p.m., DL 113

In attendance: Kate Bruce, Tricia Kelley, Sean Lema, Dale McCall, Tom Schmid, Ron Sizemore, Amanda Southwood, Sarah Upton, Christy Visaggi

Members of the ELC Student Conference Planning Committee met to make pressing decisions about the student conference to be held March 19-21, 2009.

Kelley updated the committee on the following recent developments:

- Provost Chapman has verbally stated he will honor Provost Hosier's commitments (\$25k = \$10k student travel grants; \$15k keynote speakers)
- Keynote speakers secured
  - Buss (PAR/PSY)
  - Mindell (BIO)
  - Padian (GAG)
  - Scott James is pursuing inviting philosopher Carruthers to include a speaker from the humanities
- Burney Center reserved (AA will finance); Sizemore recalled reserving CMS for welcome party but will check to make sure
- Irvine on board with art show
- Publicity cards ready for distribution

The following decisions were made and the information should be posted on the conference web site this week:

- Deadlines
  - Abstract submission 1/30/09
  - Travel grant application 1/30/09
  - Announcement of abstract acceptances 2/12/09
  - Travel awards announced 2/20/09
  - Advanced registration 3/2/09
- Registration fee \$50 prior to 3/2/09 and \$75 afterwards including on-site registration (fee based on the following estimated costs: food ~ \$40/ person, including welcome party, snacks/coffee breaks, dinner; abstracts booklet \$5/person; facility costs for technicians, equipment ~\$8/person; transportation)

The following information should be posted on website as soon as possible (no later than November)

- Abstract submission form (300 words; include preference for oral/poster/both; indicate if would like to participate in a theme session)
- Travel application
- Registration form
- Housing (decided against including option to stay with UNCW students)
- Mechanism for payment of registration fee
- Potential theme session topics
- Technical program and events (can't be posted until 2/09)

The following options for publicity were discussed:

- Distribution of cards via mail and at conferences

- Online postings on websites, listserves
- Opportunities include NC Academy of Science, Sigma Xi, National Center for Science Education, disciplinary listserves (e.g. paleonet), Honors program directors, graduate schools, Duke Graduate Symposium

Action items for near future:

- Book fourth keynote speaker from humanities (Schmid/James)
- Block rooms (Bruce will ask Bo Dean to investigate)
- Determine transportation options (Bo Dean?)
- Logo?
- Invite graduate schools to participate in forum
- Ancillary cultural events (music, movies)
- Sponsorships (e.g. CMS - Sizemore will check)
- Public school involvement
- Give-aways such as UNCW pens, folder with conference name, etc.
- Contact AA (Sherri Batson, Jessie Sova) to update on plans, determine how travel funds can be allocated, etc. (Kelley)

Meetings of each conference planning subcommittee will be scheduled in October.