

Evolution Learning Community  
Student Conference Logistics Subcommittee Meeting  
Monday, March 2, 2009  
11:00 am, DeLoach Hall 13

In attendance: Bruce, Dean, Fritzler, Kelley, McCall, Schmid, Sizemore, Visaggi

ELC Student Conference Logistics Subcommittee members met to make final plans for student conference. The following topics were discussed.

- 1) Transportation between Hampton Inn and Conference for participants traveling by air
  - Participants responsible for own transportation between airport and Hampton Inn
  - Van schedule
    - Thursday Welcome party - pick up Hampton Inn 5:30 pm and 6:30 pm, return to Hampton Inn 8:00 pm and 9:00 pm
    - Friday - pick up at Hampton Inn 8:00 am, return to Hampton Inn at 5:30 pm and post-banquet
    - Saturday - pick up at Hampton Inn 8:00 am, return to Hampton Inn at noon and 5:30 pm (post-Padian)
  - Visaggi will check into booking GAG van, rental van
  - Visaggi will work on recruiting van drivers
  - Keynote hosts will need to arrange transportation for their speakers
- 2) Welcome packets/badges
  - Dean has put together packets for Honors with Chamber of Commerce materials - could do similar packet for conference
  - Sizemore can supply CMS information
  - Dean will have student workers in Honors put together packets (will ask Bookstore for bags) - 150?
  - Badges will be printed by Beyma - we need to provide cardstock
- 3) Welcome party ideas
  - Welcome by Baden (Sizemore will ask him) and Kelley
  - Sizemore will give tour of CMS
  - Raffle, e.g., signed books by Buss and Mindell? (perhaps also during conference?) - Dean will investigate
  - Silent auction?
- 4) Signage
  - Schmid had designed publicity poster - will send to Dean to finish, print and post
  - Dean can print banners for inside Warwick - Kelley and Visaggi will design and send to Dean to print
  - Visaggi will put together schedule for Warwick ballrooms including list of talks - Dean will print
- 5) Displays
  - Ecotone should have table
  - Darwin table at Barnes and Noble - Dean will check
  - Library has 19<sup>th</sup> century copy of *Origin of Species* - Fritzler will check into displaying
  - Fritzler will put together table display in library featuring keynote speakers
- 6) Venue
  - Warwick ballrooms seat 350 and 150 - put posters on display in rear of large ballroom

- Construction taking place in Warwick during dates of conference - Schmid will check into anticipated noise level

#### 7) Student volunteers

- Student volunteers needed to:
  - hand out packets and badges
  - open doors and direct traffic
  - drive vans
- 2 hour shifts Thursday, Friday, Saturday
- Provide T-shirts for volunteers? Bruce and McCall will each purchase 10 T-shirts (Kelley will also order additional (25?) T-shirts to sell at meeting)
- Dean and Visaggi will coordinate student volunteers

#### 8) Prizes for best talk/best poster?

- Present prize in each discipline area - humanities, social sciences, natural sciences
- McCall will organize
- Certificates of participation will be given to each student presenter - Dean will print; Kelley, McCall and Schmid will sign

#### 9) Session chairs

- UNCW faculty will be asked
- Schmid will send out request to ELC members for volunteers

#### 10) Abstract books

- Virtual rather than hard copy - post PDF online
- Kelley and Visaggi will work with Hurt and Moore to see if MAC can produce
- Should be able to export data from Select Survey
- Should include welcome - from ELC, Provost, Chancellor?

#### 11) Banquet and Catering

- Kelley working with Windy Koonce to order food
- Music at banquet? Ask UNCW faculty?