

# Meeting Minutes

## Chicago Area Undergraduate Research Symposium

October 25, 2009

### Symposium Details

- April 10, 2010
- DePaul University
  - o McGowan South: Posters, Orals
  - o Student Center: Registration, Opening Speaker, Breakfast, Roundtables/Lunch, Dinner/keynote speaker

### Changes from last year

- Combine roundtables and lunch (extend time).
- Provide more time between registration and first poster session (move between buildings)
- Have coffee available all day (café will also be open in the building)
- Posters being split between two floors
  - o 1<sup>st</sup> floor: Social Sciences
  - o 2<sup>nd</sup> floor: Physical / Biological Sciences
- Try to get more traffic through the poster and oral sessions: advertise more/ press release. Possibly allow universities to invite pre-admitted students to allow them to see the university's research.
- We need to consider charging UIC and UChicago students an entry fee if institutions do not contribute \$5000- will discuss at meeting with Chandler Robinson November 14<sup>th</sup>.

### Keynote speaker possibilities:

--Narrowed down to these three:

- Steven Levitt (UChicago)
  - o Co-author of New York Times best seller *Freakonomics* and *Superfreakonomics*, released this October.
- Bill Curtis ( Friend of DePaul)
  - o Host of A&E Cold Case Files and CBS News (AT&T commercials!!)
- Lee Marek
  - o Professor at UIC that has appeared on the David Letterman show over 40 times.

### Fundraising

- \$5000 from each school
  - o DePaul and Northwestern have already committed

- Meeting with Chandler Robinson (founder of CAURS) October 14 at to discuss finances and fundraising ideas
- Try to get this before winter break: contact your school's provost/vice provost

#### Committees

One person per school to act as a point person; everyone should be helping with each of these areas:

- Fundraising
  - In charge of contacting schools to get \$5000
  - Contacting corporations for sponsorships
- Promotion
  - Contacting school newspapers / press releases
  - Emailing student clubs/ departments
  - Emailing listservs
  - Designing a set of promotional posters [ Two sets- one for each deadline]
- Judging
  - Emailing university faculty (Delegate departments between ISB)
  - Organizing judging assignments
  - Compiling folders for each judge with judging assignments

-All templates for fundraising and judging will be updated on the CAURS website file system in the 2009-2010 folder.

-Try to find another board member from Northwestern and UChicago.

-Next board meeting will be held at DePaul University in Lincoln Park at venue. We will tour both spaces.