

## Table of Contents

### Table of Contents

1

### September 13, 2022

1

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### Stuff we need to cover

- Introductions
  - Last year's people still here vs gone
  - New people
  - Anyone else you want to invite?
- Communication
  - Slack- we'll continue to use this, so please set up notifications
    - FYI- it has updated to remove anything older than 90 days
      - We'll need people actively archiving
      - Shared Google Drive?- meeting agendas, any other docs, etc.
        - Github from last year?
        - [https://github.com/ereverman/KUCG\\_SymposiumPlanning](https://github.com/ereverman/KUCG_SymposiumPlanning)
  - Meetings
    - This semester, every other week Tuesdays 2-3
    - Zoom ok? Or in person?
      - Zoom
    - Next semester, will change to every week at some point
      - Probably around february
- Last year's symposium
  - General opinions of how it went- important points to discuss?
    - Feedback generally good- high scores for the most part
      - Complaints about poster session room, faculty talks, quality of talks (not our fault), date of symposium, anything else?
        -
  - How we want to change the process for this year
    - Official positions so individuals assigned to specific jobs?
      - Leader/Symposium Wrangler (agendas, meeting notes, updates on Slack, broad overview of progress in each area, point person, creation of timeline for action items, etc.) (this happened naturally last year, be more intentional this year?)
        - Jessie/Elizabeth deputies: Joel, Stefan
      - Treasurer/Accountant (fell through last year, need to do better here, coordinating payments needs to be streamlined with KU system, keep a live budget spreadsheet with frequent updates, make a budget plan–Paul)
      - Venue/food Liaison (Justin Tackney)
      - PR (advertising, communications) (Elizabeth)
      - Registration/abstract organization/website point person (David -Vince Munoz (?) new contact person for website)

- Keynote speaker point person (dedicate a person to this- speaker nominator)
  - (Spring) Awards liaison (judging logistics) (Elizabeth, Joel)
  - (Spring) Abstract book person (Kristine)
  - Co-sponsor liaison (David-Illumina and Patrick-KINBRE)
  - BI (biodiversity institute, museum) co-sponsor potentially (Justin B)
  - 2023 github repo (Joel)
- Rob's involvement- any changes?
  - Manage payments and be more involved when we choose speakers to inform us of political consequences?
- Career Development series:
  - Possibly move venue in the future
  - Sep26th Career development talk with John Sproul
  - WenJuan will give a talk (possibly november)
  - Postdoc in engineering (maybe) or possibly an opening in october
  - Justin B in the spring (+ others)
  - Adam Rutherford (tentative, march?)
  - Suggestions welcome for career development workshop/discussions
    - Negotiations was very useful
    - Early stage career grants
    - Broader impacts
    - Other things...
- Things to keep from last year's symposium?
  - Giant checks!!
  - Number of participants good?
    - Fewer than 100 in person participants
    - Figure out the accurate count
    - Depends on venue
  - Keynote at the end of the day (or near) - yes
  - Splitting judging time
- Things to change from last year?
  - Bigger poster hall
    - Complaint was that it was too small and too loud
    - At macelis could put them in the poster room, upstairs, and around the foyer, and main room. ADA concerns
    -
  - Venue? (Childrens Mercy?)
    - Possible that there will be some growth given this is the second year
    - Abe and Jakes (much larger than we probably need, not a great slide show setup)
    - Union (requires ku catering, alcohol is likely allowed with constraints)
    - Alumni center (new opens winter 2022, don't have complete info)
    -
  - Participants:
    - Clarify that we pay per person during registration
    - Shoot for 125 registrants (depending on venue)
  - Stricter on abstracts from faculty?
  - No Zoom?

- Don't advertise this for now, tentatively plan on no zoom and change if necessary, make a determination in March
  - Include a question on registration form, did this last year but this didn't seem to be a good approach, added to complexity
- Keep general date (late May)?
  - January send out ads?
  - This seems like the compromise
  - High school 23-24th
  - KU finals 12th
  - Commencement 14th
  - Community college commencement 19th
  - KUMC - 14th
  - Stowers
  - KSU 12th-13th
  - Memorial day 29
  - Haskell graduation Friday 12th (finals week 8-11th)
- Moving to April has challenges for people who teach
- Moving to June is too late
- May 19 is the tentative date (possibly thursday, implications for travel)
- Hire a photographer?
- Recruit poster/talk judges?
- Registration- make formatting better for abstract book, add co-authors, add career stage, anything else? Keywords for research topic?
- Add an Up Goer Five or 3MT-style competition for students/postdocs?- submit intent to participate with registration
- Genomics art competition? Submit ahead of time
- Add networking opportunities for students
- Who we advertise to?
- Set up registration earlier
- Recruiting outside judges (faculty possibly for posters)
- Send out information about symposium earlier
  - Last year was march 1, probably not before the first of the year
- Food (quantity?)
- Budget
  - ~\$10,000 last year, we were a little under budget
    - \$5,000 from Genomics Center same
    - \$5,000 ish from KINBRE same, but need to ask again for this (Patrick)
    - \$unknown from Illumina (whatever breakfast costs)
    - BI possibly
    - Ask around at other places to have sponsored components (poster session, tables, –David)
    - Fill in the budget sheet from last year to assess estimates
    - Consider increasing budget, food ran short for apps and lunch
    - Extra funding can go toward travel awards (needs to be announced early)
    - Funding to bring potential postdocs?
    - Child care?
      - Pool from registration, voluntary contribution?
      -
  - Some money from last year will roll over (not sure how much) - not much
  - Same money sources as last year?
    - Sponsored awards?

- Venue
  - Maceli's again or another venue?
  - Concerns about poster space
- Special topic theme?
  - Think about potential invited speakers, common research topics in the region
    - Plant genomics? Cancer genomics? Genetic techniques in non-model organisms? Human genomics (ancient & modern)? Genetics and climate change?
    - No specific theme motivated by outside reasons (like the microbiome focus was) so there is freedom here
    - Organize this around the keynote topic
    - Chromatin?

#### **Action items for next time**

- Venue options- Maceli's? Unless there's an issue
- Budget- Paul & Jessie
- Jessie/Elizabeth- timeline & agenda, google drive folder
- Everyone- bring ideas for keynote/special topic
- Co-sponsor liaisons- speak with co-sponsors
- Everyone- send me receipts from last year if you haven't already