**Symposium Debrief:**

**Key takeaways for future symposia:**

* Send out information to KINBRE and surrounding institutions much earlier – KINBRE took a long time to approve the email before it was sent out, and lots of people registered after that happened
* It takes a long time and is cumbersome to get awards and the honorarium paid, start working on this as soon as possible
* Find a more accommodating venue: size of screen, area for poster viewing
* Look into other sponsors (Illumina, MidSci, phase genomics, 10x genomics, Millipore, local genomics companies) and put more effort into fundraising at the beginning of the planning period to sponsor:
  + Awards
  + Food/meals/happy hour
  + Swag – lanyards, notebooks, bags, etc.
  + We discussed an option to buy a level of sponsorship (buy a table for $1000, which would go toward a meal, etc.)
* Timing of symposium in late May is ideal, keep this timing
* Consider renaming the symposium to put more focus on Early Career Researchers
* Add a programmatic element to attract more attendees such as a workshop or a networking event, or a workshop on networking, etc.
* Bookkeeping is a challenge because summary reports are slow or hard to get from KU – follow up with vendors and award recipients to make sure they are paid

**Venue:**

* Maceli’s was the right size for the number of people in the talk audience
* Poster area was too cramped and there isn’t enough room to grow the number of posters without moving the poster setup to other rooms at Maceli’s
* Some complaints that the screen was too small or too dim
* Other venues that may accommodate larger number of people are: Alumni Center, KU Union, Oread, Children’s Mercy event space (Rob Unckless may have a contact). Anything at KU except the Alumni Center requires all catering to be through KU

**Food:**

* Breakfast (paid for by Illumina) wasn’t amazing but there was enough food
* Lunch seemed to run short on food (taco bar), especially given that there were a lot of “no show” attendees
* Appetizers for happy hour also ran short

**Program:**

* Include a short break before the keynote
* Possibly shorten the keynote to 30 minutes to accommodate break
* Keynote at the end of the symposium worked fine, but should be considered again in future iterations
* Emphasize Early Career contributions (no faculty talks...unless they are the only representative from their institution)
* Poster session was just long enough, no shorter than 45 min
* Breaking the poster session into two was good, unless other programmatic goals are put forward (such as a workshop)
* Day length was good, not a lot of support for going longer
* It would be nice to get more postdoc talks from KU (except we were all organizing the symposium) – there is likely a better balance to strike here
* Try to get Illumina to give a more research-y talk instead of a sales pitch if possible
* Include a networking workshop for undergraduates and graduate students, possibly over lunch
* Have faculty who receive or are on pilot grants from the core judge posters so that the organizers can have posters
* Consider getting a chime or other audio signal to help speakers keep track of time

**Registration:**

* Need to have a spot for including coauthors
* Need a spot to indicate career stage (important for not picking faculty for talks)
* Qualtrics doesn’t support special characters so symbols were garbled – upload as an attachment next time
* Provide a template for abstract submission