Steps for organizing the APEC student seminar

1. Agree on the hour and day for the student seminar. This doesn’t mean both have to be present throughout the entire seminar all the time; instead, it helps to divide the job more efficiently.
2. Book a room for the student seminar, preferably before July 15th (1.5 months ahead of the beginning of the semester), and email Jeanne Giernet.
3. Recruit alumni of APEC for workshops and presentations.
4. Recruit people for the workshop and save dates (deadline September 1).
5. Reach out to possible presenters and save dates (starting August 1). APEC has at least 2 slots.
6. Figure out possible problems such as cancellations, rescheduling, finding backups, among others.
7. Announce the scheduled presenters of the seminar and workshops.

For each seminar

Send reminders to the presenters 4,2, and 1 week in advance. The slides must be delivered 1 week in advance and 1 day before the presentation.

Publishing

Weekly emails and posters. There are 8 slots that they go on. Budget from APEC.