May 16th, 2014

Dear EPIC Instructor,

EPIC registration has now closed and we’re very pleased to report that we will be offering 36 courses to over 350 participants this June. Please find below a summary of logistics including class lists, course format, classroom locations, AV support and important dates.

**Class List**

A list of all registrants for your EPIC course is attached to this e-mail. Please send an introductory e-mail to participants in your EPIC course no later than Monday, May 19th (remember to cc us at [cuepisummer@columbia.edu](mailto:cuepisummer@columbia.edu)). The e-mail should include a copy of your syllabus (see attached syllabus template).

**Course Format**

As a reminder, we strongly recommend that there be very few required readings (no more than 5) and no formal course homework assignments/exams that require out of class effort. This does not preclude the provision of a detailed recommended reading list or other supplemental materials. We make this recommendation based on conversations with colleagues from other summer institutes and in recognition of the fact that the EPIC registrants will not receive academic credit.

In previous years, several instructors have administered a short survey prior to class, either via SurveyMonkey or e-mail, to gather information about the background experiences and expectations of course registrants. While this is not necessary, you might find it helpful in terms of preparing course content appropriate for the audience as well as for setting expectations about course objectives.

**Classroom Locations**

Your classroom assignment is included in the attached roster and will also be noted under your course descriptions on the EPIC web site: https://www.cuepisummer.org/courses

If your course requires special software, please take time to stop by your classroom ASAP to verify that the software was correctly installed and let us know if you have any questions.

**AV Support**

All classrooms will be equipped with a computer and an LCD projector. If you plan to use PowerPoint presentations, they should be saved on a flash drive and presented on the classroom PCs provided. There are also VGA connections for laptops; you should bring a MAC adapter if you plan to present directly from your own personal laptop.

For AV “emergencies” please keep the following contact information handy:

HSC Computer Labs

Use help phones in the classrooms by dialing either 305-4357 option 5, or 305-0171.

IT support for these rooms is located in HSC LL1-101

For general questions regarding your EPIC course, please don’t hesitate to contact Ryan (212-305-9339) or Gina (212-342-0446) at any time.

**Important Dates**

May 19th: Introductory e-mail sent to registrants by course instructor (including syllabus)

June 2nd: Week 1 (Registration/welcome table/coffee in MSPH lobby)

June 3rd: 6PM, EPIC Social event in Hess Commons (all EPIC instructors welcome)

June 6th: Free lunch for week 1 courses (all EPIC instructors welcome)

June 9th: Week 2 (Registration/welcome table/coffee in MSPH lobby)

June 10th: 6PM, EPIC social event in Hess Commons (all EPIC instructors welcome)

June 13th: Free Lunch for week 2 courses (all EPIC instructors welcome)

June 16th: Week 3 (Registration/welcome table/coffee in MSPH lobby)

June 17th: 6PM, EPIC social event in Hess Commons (all EPIC instructors welcome)

June 20th: Free Lunch for week 3 courses (all EPIC instructors welcome)

June 23rd: Week 4 (Registration/welcome table/coffee in MSPH lobby)

June 24th: 6PM, EPIC social event in Hess Commons (all EPIC instructors welcome)

June 27th: Free Lunch for week 4 courses (all EPIC instructors welcome)

We are very excited for June and appreciate your participation in EPIC 2014.

Warm regards,

Gina Lovasi & Ryan Demmer

EPIC Co-Directors