List of Postdoc Attendees:
Greg Digby – gregory.j.digby@vanderbilt.edu
Jenny Noto – jennifer.noto@vanderbilt.edu
Jenn Konopka – j.konops@vanderbilt.edu
Ebany Martinez-Finley – ebany.martinez.finley@vanderbilt.edu
Laurie Silva – laurie.silva@vanderbilt.edu
Tara Schwetz – tara.schwetz@vanderbilt.edu
Jessica Moore – jessica.l.moore@vanderbilt.edu (Center for Science Communication)

List of Faculty/Staff Attendees:
Susan Meyn – s.meyn@vanderbilt.edu
Cassie Grubb – cassie.m.grubb@vanderbilt.edu

Date & Times: Tuesday, April 26th, 2011
- 10:30 am – 5:00 pm (preliminary schedule)
- 10:30-11:00 am – Dr. Susan Wente’s Welcome & Address (“Postdoctoral Years”) – confirmed 30 minute talk
- Confirmed all Core Directors talks:
  - 11:00 am – Dr. John Gore, Director of Imaging Institute
  - 11:30 am – Dr. James Crowe, Scientific Director of Flow Cytometry Core
  - 12:15 pm – Dr. David Piston, Scientific Director of Cell Imaging Shared Resource
  - Need to send guidelines for 15 minute presentation & request slides for Friday, April 22nd, 2011
- 1:00-3:00 pm Poster Session
  - Session A: postdocs should be at posters at least 1:00-2:00 pm
  - Session B: postdocs should be at posters at least 2:00-3:00 pm
  - Anticipate needing 2-3 judges/category – given full 2 hours to judge posters
- 3:30-4:30 pm Keynote Speaker: Christy Schaffer, Inspire Pharmaceuticals

Location: Langford Lobby, Light Hall North Lobby, and Light Hall 208
- Reserved for the evening of Monday, April 25th and all day Tuesday, April 26th
- Sign-up sheet sent around for Poster Board Setup on Monday, April 25th
  - Greg Digby, Jenny Noto, Ebany Martinez-Finley, Cassie Grubb, Tara Schwetz, Laurie Silva, Jessica Moore
  - Cassie Grubb offered to recruit Core Directors to help with set-up 😊
  - Should request poster boards to be delivered around 3:30 pm (Cassie has already done this for Core poster boards)
  - Should begin set-up around 3:30-4:00 pm to avoid problems getting into Langford space (Gerald-only key to Langford) & to avoid overtime for hourly employees/staff

Abstract Submission/Mentor of the Year/Postdoc of the Year:
- Abstracts – 2 submitted so far (anticipate more will be submitted prior to March 1st deadline)
- Mentor of the Year – 2 submitted so far (may extend deadline, depending on number)
  - Sign-up sheet sent around for Mentor of the Year Review & Selection Committee
    - Jenny Noto, Greg Digby, Jenn Konopka, Ebany Martinez-Finley
- Postdoc of the Year – 2 submitted so far (may extend deadline, depending on number)
• Send out a reminder on Monday, February 28th to remind about March 1st abstract submission deadline
• Ask Claudia to send the Symposium announcement to the faculty listserve to help recruit postdoc involvement
• On Wednesday March 2nd, extend deadline to Tuesday, March 15th
• Sign-up sheet send around for Abstract Review & Selection Committee
  o Jenny Noto, Greg Digby, Ebany Martinez-Finley, Jenn Konopka, Laurie Silva
• Sign-up sheet sent around for Abstract & Program Book Committee
  o Jenny Noto, Greg Digby, Ebany Martinez-Finley, Tara Schwetz, Laurie Silva

Judges/Awards:
• 17 so far & Greg has one additional judge – TOTAL = 18 judges
• In addition to the judges recruited from the Core Facilities, we should have plenty!
• Awards & certificates
  o Need to buy nice frame for Mentor of the Year Award
  o Need to print certificates for Mentor of the Year, Postdoc of the Year, Poster Category winners

Poster boards & Tables:
• 48-50 poster boards & 8 tables reserved for postdoc use
• Tables can be used for Vanderbilt sponsors & other Vanderbilt Resources
  o Sponsors:
    ▪ BRET Office of Postdoctoral Affairs
    ▪ Office of Research
    ▪ VMMA
    ▪ Procurement
    ▪ Development
  o Others:
    ▪ BRET Office of Career Development
    ▪ Center for Science Communication (Jessica Moore)
    ▪ Center for Teaching
    ▪ Editor’s Club
    ▪ Aspirnaut
    ▪ Tennessee Biotechnology Association
    ▪ Health Plus

Budget:
• Redistributed funds for Core/Category awards until additional funds are found for symposium
• Office of Research & BRET Office can each provide half of the deficit for the symposium if other funds are not found
• Greg sent emails to vendors from last year: Invitrogen, Millipore, Covance
  o Invitrogen – no funds available
  o Millipore – wrong email address
  o Covance – no response yet
  o Abcam – Rob Carnahan has a contact – need to follow up with this
• Potential alternative vendors for this year include: Fisher, Qiagen, ABI, Illumina, Abcam (Angela Boutte has a contact at Abcam)
• Another possible source of funds may be through Postdoctoral Training Grants
  o Tara Schwetz, Ebany Martinez-Finley, Laurie Silva, & Jenny Noto will follow up with Training Grant Directors in their respective departments
• Need to continue to work with Procurement & Development to seek additional funding sources
  o Ashley Brady (Development)
  o Adele White (Development)