Meeting Minutes

List of Postdoc Attendees:
Jenny Noto – jennifer.noto@vanderbilt.edu
Jenn Konopka – j.konops@vanderbilt.edu
Greg Digby – gregory.j.digby@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)
Dan Durkin – daniel.w.durkin@vanderbilt.edu

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

- Symposium schedule passed around for feedback
- Greg will provide brief introductions for all speaker (could alternate with other PDA Executive Committee members during morning session)
- Confirmed all Core Directors talks:
  - Need to send reminder & guidelines for 15 minute presentation
  - Request slides for Friday, April 22\textsuperscript{nd}, 2011
- Invited 3 selected postdocs for talks:
  - Neil Hammer – accepted invite
  - Meredith Noetzel – TBD
  - Amanda Vanhoose – TBD
- Poster Session
  - Committee to assign abstracts to scientific categories (Greg)
  - Committee to create abstract book and poster assignments
  - Send out reminders to the judges and include abstracts in their categories as well as judging criteria (make sure to bring copies of these to the symposium to hand out)
- Keynote Speaker: Christy Shaffer
  - Determine if Dr. Shaffer would like to meet with faculty in her field the morning of 4/26/11 (Greg will contact Dr. Shaffer & arrange schedule)
  - Keynote dinner: Symposium Planning Committee 4/26/11 7:00 PM
- Awards Ceremony
  - Invited the 2010 Mentor of the Year (Stokes Peebles) back to give a brief talk on mentoring, just prior to the presentation of the 2011 Mentor of the Year Award
  - Send out Mentor of the Year Nominations to committee for voting this week (Greg)
  - Order a glass, engraved award for the 2011 Mentor of the Year Award (Jenny)
  - Shared Resources Judging Criteria to be combined with PDA judging criteria (Susan Meyn provided a condensed set of criteria for Shared Resources)
  - Contact Ann Price to see if she will be available to present the 2011 Postdoc of the Year Award (Greg)
- Things to do week or more before the symposium
  - Symposium flyers, schedule, keynote to distribute & also posters to set in Light Hall lobby
  - Print tickets (50) or procure hand stamp for first 50 attendees
- Print out poster tags
- Make sure we will have enough drinks for the day of the event, especially waters
- Procure prizes – print envelopes & awards for best in categories, runner up for Mentor of the Year

- Things to do day before/day of the symposium
  - Set up poster boards: 3:30 pm 4/25/11
  - Organize tables & flag organizations at each table
  - Pushpins
  - Poster numbers on boards
  - Ice down drinks
  - Coordinate with caterers
  - Make sure all presentations are loaded & all proper adapters are available
  - Have waters, laser pointers, batteries, adapters, tissues, etc. handy up at the podium