

2019 Student Research Forum (SRF) Committees and Duties

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SRF Co-Chair

- Note: This position is a two-year time commitment.
- Organize monthly SRF meetings (agendas, food, room).
- Liaise with the Office of Graduate Studies regarding planning and budgeting.
- Meet with each committee as needed to support their roles.
- Meet with faculty leaders to invite their participation and support in SRF.
- Act as a liaison between students, faculty, and event supporters.
- Assess committee needs and provide support for all committees before, during and after SRF.

2018 Co-Chairs: Eber Silveira Beck and Melissa Ruggiero

2019 Co-Chairs: Melissa Ruggiero and Taylor Escher

Three Minute Thesis (3MT) Committee

- Coordinate with volunteer committee to recruit and organize volunteers to help with preliminary and final rounds.
- Recruit and organize judges for preliminary and final rounds. (Internal judges for prelim rounds and external judges for final rounds.)
- Organize schedule, name tags, judging packets, and People's Choice ballots for final round participants and judges.
- Merge all participant slides into one PowerPoint presentation for preliminary and final rounds and come up with a time filler between presenters.
- Sends thank-you notes to internal and external judges.

2018 committee members: Taylor Escher, Andrew Miller, and Brynne Musser

2019 committee members: Nga Nguyen, Brae Bigge, and Brittany Jack

Abstract Committee

- **Note: This committee position is a two-year commitment.**
- Edit and update the RedCap abstract submission form.
- Create the call for abstracts to be sent out to students.
- Communicate with SRF participants to coordinate presentation times.
- Ensure accurate inclusion of abstracts in the booklet.
- Organize abstract selection with Co-Chairs and schedule presentations.
- Make day of schedules.
- Day of: Aid oral session moderators to keep the presentations on time and help with any schedule conflicts that arise.

Booklet committee

- Manage communication with all committees who contribute to the booklet, including fundraising, judges, 3MT, and volunteer
- Organize booklet for publication (abstracts, ads from external vendors, speaker information, etc.)

2018 committee members: Pierce O'Neil and Ashley Cloud

2019 Abstract committee members: Ashley Cloud and Nicole Ellis

Booklet committee members: Larissa Dougherty and Kristen Schwingen

Banquet Committee

- Select the caterer and the menu.
- Design centerpieces and decorations.

- Coordinate shuttle transportation with Office of Graduate Studies (if applicable).
- Confirm banquet award presenters.
- Create banquet PowerPoint with award winners.
- Emcee the awards ceremony.

2018 committee members: Victoria Cox, Jackie Garcia, and Brian Harrison

2019 committee members: Victoria Cox, Pierce O'Neil, and Rikki Nelson

Fundraising Committee

- Identify and communicate with new/previous internal and external donors.
- Communicate with internal donors.
- With the Office of Graduate Studies, send letter to potential donors in KUMC and the community.
- Organize follow up with donors and donations.
- Follow up with donors by sending "thank you" letters.

2018 committee members: Diana Acevedo and Nick Marchello

2019 Committee members: Nick Marchello, Juliana Camargo, and Alana Enslein

Gift Committee

- Search online for items that may be given out during SRF and at the banquet and compare printing companies' item quality, prices, turnaround time, etc.
- Coordinate with fundraising committee and banquet committee to make mock ups to be voted on at the October meeting.
- Create mock ups with company logos to be presented to area companies to sponsor gifts.
- Coordinate the ordering of the gifts with Martin Graham in the Office of Graduate Studies.
- Make sure gifts arrive in time for SRF and get to respective locations (i.e. glasses for the banquet).

2019 committee members: Rosalyn (Roz) Henn, Deena Shaath

Judge Committee

- Recruit and coordinate faculty judges for the forum.
- Check and maintain the SRF judges email.
- Organize judge training session prior to the forum, along with the Lunch and Reception committee.
- Assign judges to specific sessions ensuring unbiased judging.

- Prepare clipboards with printed material and nametags for each judge prior to event.
- Aid judges the day of event (i.e. help them submit scores and make sure they have everything they need to judge effectively).

2018 committee members: Shaima Alothman, Mohammed Alshehri, and Abdalghani Yahya

2019 committee members: Dylan Wang, Chunmiao Yu, David Umbaugh, and Lubna Alnaim

Lunch and Reception Committee

- Obtain estimates and order food from local vendors for presentation days.
- Order lunches for judge trainings.
- Obtain lunch for judges and volunteers during the presentation day.
- Order lunches for A.L. Chapman Keynote Speaker.
- Assist with the set up and clean up of food when ordered for events.
- Receive deliveries, set up food/drinks, collect leftover meals and return supplies on the day of SRF.

2018 committee members: Page Hayley and Amanda Curl

2019 committee members: Amanda Curl, Dakota (Cody) Roberts, Nadia Alissa

Photography and Publicity Committee

- Create flyers and signs for forum.
- Create announcements to be sent to Public Relations, the campus calendar and broadcasts.
- Promote SRF using social media (contact respective personnel in charge of official KU social pages).
- Design efficient ways to promote SRF on campus.
- Take pictures at the Forum or organize official photographer.
- Make sure every presenter has their picture taken for the awards presentation (sign up and check in for photos).
- Assist banquet committee with photos for PowerPoint slides at the banquet (email presenter photos as well as speaker photos [kindly ask photographer to send a few pics ASAP]).
- Organize photos taken at SRF events (presentations, awards banquet, lecture) in one place such as on the Beat.

2018 committee members: Hope Waisner, Nancy Magee, and Kanav Aggarwal

2019 committee members: Nancy Magee, Jessica Idowu, and Ashley Tetlow

Presentation Committee (formerly Poster Session committee)

Poster

- Organize posters boards.
- Assist with name tag preparation.
- Assign poster numbers to bulletin boards.
- Assist students with checking in, putting posters on boards.
- Guide students, judges, and visitors to appropriate posters.

Platform

- Upload student presentations onto computers in Beller and schedule a time for students to come check their presentations the day before the Forum.
- Assist students with checking in and getting to their presentation rooms.
- Guide judges, and visitors to appropriate presentation rooms.

HS Liaison

- Liaise with the high school who will have students presenting at SRF and coordinate their participation.

2018 committee members: Levi Arnold and Nicole Martin

2019 Poster committee members: Jackie Garcia and Forkan Ahmed

Platform committee members: Thuc Ly and Sachii Polpitiyaarachchige

HS Liaison committee members: Maggie Cearley, Diana Acevedo, QeeQee Gao, and Ashlyn Lipnicky

Speaker Committee

- Identify future speaker(s) and coordinate with keynote speaker.
- Organize travel arrangements with Martin and speaker (hotel, ground transportation, meetings with faculty/students, etc.)
- Create itinerary for speaker, including meetings with faculty and students.
- Escort speaker during their time on campus.
- Coordinate the A.L. Chapman keynote lecture.
- Introduce speaker at the keynote lecture.

2018 committee members: Bhaswati Bhattacharya, Camille Trinidad, and Kelsey Boschert

2019 committee members: Page Hayley and Camille Trinidad

Volunteer Committee

- Recruit and organize volunteers to oversee the operation of SRF (moderators, registration, etc.)
- Create a schedule for volunteers.
- Send out a reminder to volunteers with job descriptions.
- Check-in volunteers on the day of the event.

2018 committee members: Jason Taporco and Maggie Cearley

2019 committee members: Jason Taporco, Ruonan Zhao, and Marc Limpiado