

2023 - 2024 Student Research Forum (SRF) Committees and Duties

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SRF Co-Chair

- Note: This position is a two-year time commitment.
- Organize and lead 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.
- Represent SRF by attending monthly GSC and Graduate Council meetings.
- Maintain and monitor SRF email account.

2023 -2024 Co-Chairs: Natalie Eppler and Paige Minchella

Abstract Committee

- Edit and update the RedCap abstract submission form.
- Create and send the call for abstracts to students.
- Communicate with SRF participants to coordinate presentation times.
- Monitor and respond to emails sent to the SRF Abstracts account
- Organize abstract selection with Co-Chairs and schedule presentations.
- Update presentation schedules based on feedback/conflicts.
- Day of: Aid oral session moderators to help with any schedule conflicts that may arise.

Banquet Committee

- Plan banquet event - location, food, drinks, gifts, and décor.
- Confirm banquet award presenters.
- Create banquet PowerPoint with award winners.
- Emcee the awards ceremony.

Booklet committee

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

Career Development Committee

- Identify and invite a panel of experts from various scientific fields to share their career development expertise with the student body.
- Organize and moderate career development panel sessions.
- Coordinate with the Career and Professional Affairs Office to help create programs to promote science communication

Fundraising Committee

- Identify and communicate with new/previous internal donors.
- Send letters to potential donors in KUMC.
- Organize follow-up with donors and donations.
- Follow up with donors by sending thank you letters.

Judge Committee

- Recruit and coordinate faculty and postdoc judges for the forum.
- Monitor and respond to inquiries sent to the SRF Judges email.
- Organize new judge training session prior to the forum
- Assign judges to specific sessions ensuring unbiased judging.
- Help organize catered lunch for judges
- Prepare clipboards with printed material and name tags for each judge prior to event.

- Aid judges on the event days (i.e. help them submit scores, ensure judge packets are together, direct to lunch, etc.)

Marketing Committee

- Create flyers and signs for the forum.
- Create announcements to be sent to Public Relations, the campus calendar and broadcasts.
- Promote SRF using social media.
- Design efficient/safe ways to promote SRF on campus.
- Organize an official photographer for the event.
- Make sure every presenter has their picture taken for the awards presentation.
- Assist banquet committee with photos for PowerPoint slides at the banquet.

Poster Committee

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

Platform Committee

- Create and send out information about submitting presentation slides before the event days.
- Upload student presentations onto computers in presentation rooms.
- Schedule a time for students to check their presentations the day before the Forum.
- Assist students with checking in and getting to their presentation rooms.
- Aid in guiding judges and visitors to appropriate presentation rooms.

Speaker Committee

- Identify future speaker(s) and coordinate with the keynote speaker.
- Create an itinerary for the speaker.
- Coordinate the A.L. Chapman keynote lecture.
- Introduce the speaker at the keynote lecture.
- Organize and moderate student interaction with the invited speaker.

Volunteer Committee

- Recruit and organize volunteers to oversee the operation of SRF (presentation moderators, extra tech help, etc.)
- Create a schedule for volunteers.
- Host and lead a volunteer training session.
- Send out a reminder to volunteers with job descriptions.
- Organize catered lunches for volunteers
- Check-in volunteers on the day of the event.

Three Minute Thesis (3MT) Committee

- Recruit and organize judges for preliminary and final rounds.
- Organize and host informational 3MT session for prospective 3MT participants.
- Organize and host 3MT preliminary rounds in March.
- Organize schedule, judging packets, and People's Choice ballots for final round participants and judges.
- Merge all participant slides into one PowerPoint presentation and come up with a time filler between presenters.