



Top Ingredients in Planning and Executing CISE REU PI Workshops

CISE REU PI Meeting 2023, Austin, Texas – April 2023

Thursday, April 20, 2023
4:00-5:00 PM in Lantana A

Description

Are you interested in learning more about the organization of a successful CISE REU Site PI workshop? If so, this session is for you! Our panel of experienced organizers will provide you with valuable insights into what it takes to plan and execute a meeting of this scale. Attendees will learn about the skills and resources needed to plan and execute a CISE REU PI workshop as well as best practices for ensuring that the event runs smoothly. This is a must-attend session for anyone interested in organizing a productive and memorable REU PI meeting. No prior experience is required to attend the session.

Responsibilities

- Collaborate with organizing committee members and NSF Program Directors to coordinate the event
- Write or contribute to writing the workshop proposal
- Meet regularly with committee members to ensure that project goals and deliverables are met
- Plan, coordinate, and execute workshop components - see next slide

Workshop Components

- Registration
- Logistics: venue (location and event space), audio & visual, catering
- Schedule: guest speakers, panelists, moderators, and notetakers
- Project Management: data collection forms, booklet, contracts, etc.
- Communication: email correspondence, website, signage
- Evaluation
- Other

Recommendations

- Secure venue ASAP - 12 months in advance
- Add pronouns question to the registration form
- Narrow down catering choices
- Normalize REU Site demographics data collection form
- Engage GRAs in creating booklet and slides
- Have the infrastructure to provide travel reimbursements if needed
- Budget for an organizing committee planning retreat or site visit