AIChE

Regional Conference Chair Meeting

Maybe look into Hotel Alex Johnson

What the conference is about

Schools some from region

Chem ECar Competition

Workshops (little presentations)

Saturday

3-4 Workshops at a time

4 sessions after another

Stay away from research

Welcome Banquet

6 PM on Friday

Mixer

Maybe mixer event into it as well

Speaker

Mixer Event

Katrina

Eg. Karaoke, Go Karts, Dodge ball

Awards Banquet

Jeopardy

Campus Tour

Mark

Our Building, Cat Lab, Cape Lab,

Information

Paper Competition

Required

Career/Graduate School Fair

Encourage Companies

Chem E Car Competition

Stephen

3 PM

More Events

Breakfast and President’s Meeting on Sunday

Date Set at March 30- April 1st

Should be fine for chemicals

Shipping Chemicals

Fine but Store room has to be involved

Chem E Car Competition in Rushmore Hall

Banquets at Holiday Inn

Workshops in Classroom Building

Lyondell Basell -committed to funding the awards banquet

Send Confirmation

Cargill- match for the other banquet

Haven’t gotten back to us yet

Bleachers can be put into Rushmore Hall

Forming Committees

Next week AIChE

Focus on conference

Organization

Focus on Volunteers Later

How many do you need on your Committee?

Email: How many you want to either Yuriy or Dan

Don’t let them know who heads are

More compatible with what they want to do

Get out of factions

Facilitate Teamwork

Email those who have shown up before if they want to do anything

Committee Heads and what each person will be doing

Chem E Car—Stephen

Organize JSA, Registration,

Details for JSA

Go to Dixon if needed

Distribute details

Media Coverage

Mark as well

Chemical Storage

Car Storage

Banquet—Kati

Organize banquets and speakers

Organize food

Paper Competition

Activities—Katrina

Organize Mixers

Chem E Jeopardy

Awards in Awards Ceremony

WebMaster/Publicity—Mark

Website

Make the website organized

Specific Page

Details make sure current

Report Updates

Coordinate: conventions and visitors Bureau

Get in Contact with Media outlets

Help out Sponsors try to get name out

Tours

(Possibly T-shirts ?!?!?!?!?)

Fundraising –Kayla

Money inflow outflow

Companies getting money

Tier system

Sponsor Letters

Career/ Grad Fair

Attendance—Aaron

Workshop Speakers

Aaron Excited about Gilcrease for Home Brew

Maps/ campus materials

Follow-up on attendance

Registrations

Volunteers

Name Badges

Registration on website

What to do

Delegate to members of committee

Be source committee members go to

Inform members what to do

Organize Meeting Times

Doodle Poll

Approx 2 weeks

Possibly use one AIChE a month to separate into groups

See what has been done what needs to be done aid in progress

Check to see that everything has been done

Checks and Balances

Troubles go to Yuriy or Dan

Go to Yuriy and Dan to reserve or have Committee head can do it

Themes for Workshops

Catagories

Research

Improvement

Petro

Biochem

Specialties

Separate Workshops by themes

Propose ideas don’t focus on budgeting

If necessary come up with budget