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