

Southeast and Midwest Regional Meetings

Sample One-Day Education Meeting Templates

Example 1. Southeast Regional Meeting, 2019, Emory University

Organizer: Jen Heemstra

Meeting overview:

This one-day event brought together faculty, science professionals, students, and postdoctoral researchers to discuss the integration of research and education, and explore the diverse career paths that are possible at this interface. The program was comprised of:

- Short talks from Cottrell Scholars highlighting their integration of research and teaching
- Talks from scientists at professional societies and foundations describing their career path and scholarship
- Poster session highlighting research from students, postdocs, and early career faculty
- Panel discussion on career paths

The goals of the meeting were to highlight the work of early career scientists and broaden the network of faculty, professionals, and students invested in advancing both research and education.

Sample schedule:

9:00-9:30 am	Registration and continental breakfast
9:30-9:45 am	Welcome and opening remarks
9:45-10:30 am	Keynote speaker (Mike Schatz)
10:30-10:45 am	Break
10:45-11:45 am	Short talks from Cottrell Scholars highlighting their integration of research and teaching
12:00-1:30 pm	Poster session for junior scientists, lunch, informal networking
1:30-2:00 pm	Short talk on careers beyond academia (Bo Hammer)
2:00-2:30 pm	Short talk on careers beyond academia (Jodi Wesemann)
2:30-3:30 pm	Poster session and afternoon refreshments
3:30-4:30 pm	Panel discussion – career options and the teacher-scholar model
4:30 pm	Closing remarks
5:00 pm	Dinner at a local restaurant (optional)

Total participants: 45

Notes: Our goal with this meeting was to provide a venue for early-career researchers to highlight their science and to provide information about teaching and career options. Thus, the speakers were focused on the latter topics and the students, postdocs, and assistant professors had the opportunity to present a poster on their research. While this meeting was organized at an R1, we had participation from both R1 and PUI faculty. We advertised this meeting directly to Cottrell Scholars in the region, and encouraged them to invite students, postdocs, and faculty (especially those eligible to apply for the CS Award in the future) from their department. The dinner was advertised as optional and not financially supported, and the attendees ended up being primarily the out of town CS faculty.

Sample budget:

\$1800 - food and beverage (\$500 breakfast; \$1000 lunch; \$300 afternoon refreshments)

\$3000 - travel and lodging for invited speakers (keynote and two career speakers)

\$200 - office supplies (name badges and holders, tablecloths, poster clips)

\$0 - space (we held our meeting during spring break, which enabled us to use classroom space free of charge)

Example 2. Midwest Regional Meeting, 2018, University of Illinois Urbana-Champaign

Organizers: Martin Gruebele and Cathy Murphy

A very similar example, with greater focus on faculty careers at the diversity of academic institutions, and allowing early career faculty to network with one another, Cottrell Scholars, and RCSA staff.

Sample Schedule:

9:30-10:15 am	Registration
10:00-10:15 am	Welcome
10:15-11:15 am	Four 15-minute talks from four different Cottrell Scholars about their integrated research and educational activities
11:15-11:45 am	Q&A with the four Cottrell Scholars
11:45 – 12:00 pm	Set up posters (research & education posters welcome from all participants, especially early-career researchers)
12:00-1:30 pm	Poster session, lunch, informal networking
1:30-2:30 pm	Career roundtable with 6-8 different Cottrell Scholars, with Q&A
2:30-2:45 pm	Coffee break
2:45-4:00 pm	Educational/teaching roundtable with 4-6 different Cottrell Scholars, with Q&A
4:00-4:15 pm	Assessment
4:15 pm	Departure (informal small group dinners out-of-pocket)