Oral Presentation Committee – Carlyn Pinkins

*Execute Call for Proposals & Manage Submissions*
1. Create rough draft of overall action plan
2. Design call for proposals based on strands and format decided by planning committee
3. Setup Google submission form
4. Work with program coordinator to market calls
5. Reply to and maintain communication with candidates through “Shared Knowledge” lobomail

*Conduct Selection & Develop Schedule*
6. Develop criteria to evaluate proposals and form selection committee
7. Conduct selection process
8. Send acceptance/denial notices to candidates and establish time slots for accepted presentations
9. Compile database for program and marketing

*Prepare for Conference Day*
10. Work with Anne Burtnett to ensure necessary a/v equipment and room setup is correct
11. Recruit judge panels (FRSO, Grad Student, Faculty) for each of the five categories/rooms
12. Design evaluation guidelines and/or rubric
13. Recruit moderators (grad advisers) for each of the five categories/rooms
14. Design moderator guidelines and instructions
15. Send reminder notices to presenters, moderators, and judges

*Conference Day*
16. Ensure rooms are fitted with laptop/projectors and setup correctly
17. Prepare Green Room for judge, moderator, and presenter registration
18. Determine prize winners with judges
19. Present prizes to winners
Film & Artistic Performance Committee – Santhosh Chandrashekar

**Execute Call for Proposals & Manage Submissions**

1. Create rough draft of overall action plan
2. Design call for proposals based on strands and format decided by planning committee
3. Setup Google submission form
4. Work with program coordinator to market calls
5. Reply to and maintain communication with candidates through “Shared Knowledge” lobomail

**Conduct Selection & Develop Schedule**

6. Develop criteria to evaluate proposals and form selection committee
7. Conduct selection process
8. Establish time slots for accepted presentations - Artistic Performances and Film Showcase
9. Send acceptance/denial notices to candidates
10. Compile database for program and marketing

**Prepare for Conference Day**

20. Work with Anne Burtnett to ensure necessary a/v equipment and room setup is correct
21. Collect all films DVDs from film showcase participants
22. Send reminder notices to presenters

**Conference Day**

23. Sign-in & orient film presenters & performers
24. Ensure films are queued and setup for showcase
25. Moderate film showcase by presenting each film producer and moderating Q & A
26. Introduce performers
Poster/Art/Model Committee – Erin Laughlin

**Execute Call for Proposals & Manage Submissions**

1. Create rough draft of overall action plan
2. Design call for proposals based on strands and format decided by planning committee
3. Setup Google submission form
4. Work with program coordinator to market calls
5. Reply to and maintain communication with candidates through “Shared Knowledge” lobomail

**Conduct Selection & Develop Schedule**

6. Develop criteria to evaluate proposals and form selection committee
7. Conduct selection process
8. Send acceptance/denial notices to poster presenters w/ presentation time slot
9. Send acceptance/denial notices to students submitting art or models
10. Compile database for program and marketing

**Prepare for Conference Day**

11. Work with Anne Burtnett to ensure necessary a/v equipment and room setup is correct
12. Work with Talal to ensure the correct number of pin up boards are ordered
13. Design poster setup diagram with place numbers
14. Recruit judge panels (FRSO, Grad Student, Faculty) for each category
15. Design evaluation guidelines and/or rubric
16. Send reminder notices to presenters and judges

**Conference Day**

17. Sign-in & guide participants to designated space
18. Orient participants on schedule and happenings
19. Sign-in judges & presenters for each presentation session
20. Moderate sessions with brief opening/closings
21. Determine prize winners with judges
22. Present prizes to winners
SKC 180 Committee – José Bucheli

*Execute Call for Proposals & Manage Submissions*

1. Create rough draft of overall action plan
2. Design call for proposals based on strands and format decided by planning committee
3. Setup Google submission form
4. Work with program coordinator to market calls
5. Reply to and maintain communication with candidates through “Shared Knowledge” lobomail

*Conduct Selection & Develop Schedule*

6. Develop criteria to evaluate proposals and form selection committee
7. Conduct selection process
8. Establish time slots for accepted submissions by heat
9. Send acceptance/denial notices to candidates
10. Compile database for program and marketing

*Prepare for Conference Day*

11. Work with Anne Burtnett to ensure necessary a/v equipment and room setup is correct
12. Recruit judge panels (FRSO, Grad Student, Faculty)
13. Design evaluation guidelines and/or rubric
14. Send reminder notices to presenters and judges

*Conference Day*

15. Sign-in and orient participants on schedule and happenings
16. Moderate heats and SKC 180 Challenge