**LMPSU Meeting Minutes - 10/1/19**

Present: Mike, Laura, Nicole, Justin, Karen, Jerry, Alex, Nathaniel, Ziqi

**To Do**

* Mike+Laura
  + Contacting speakers for conference
  + Poll everyone for conference subtitle
  + Look into ASSU funding for study sessions
  + FB event page & eventbrite for conference
  + Contact Junaid regarding website
* Ziqi
  + Contacting speakers for conference w/Mike+Laura
* Dave
  + Graphics for conference (by Nov)
* Nathan+Justin
  + Marketing schedule for conference (Oct 15)
  + Create messenger group for 2nd year LMPs
  + Poll 2nd years for study session availability
* Karen
  + Contact profs for academic seminar if Yuzwa doesn’t agree
* Alex
  + Post session call for abstracts
  + Marketing schedule

**Minutes**

* Conference Planning
  + Contacting speakers - Mike+Laura+Ziqi
    - Finalize 6 speakers (tonight)
    - Go back and get more if needed
    - Can add speakers to list
  + Marketing - Nathan+Justin
    - Collab with Jerry (he did this last year)
    - Primary target: undergrad students
    - Secondary: grad students, faculty, high school students
    - Reach out to different student societies, UTM & UTSC
    - Start advertising in Nov
    - To do: marketing timeline by Oct 15
    - Stick with just an event page on FB
    - Mike+Laura: FB event page and eventbrite
      * Continuously update page (excuse to constantly spam)
  + Graphics - Dave
    - Want to get an updated LMPSU poster/banner (we have money left over from last year)
    - Update website on the banner
    - Graphics by next 4 weeks (main banner for FB page and others)
  + Poster presentation
    - One group prof judges, one group of grad student judges (2 people in each)
    - Want to improve number of presenters
    - Target people who did LMP SURE program, market more
  + Naming of Conference
    - Still looking for a professional subtitle
    - “Emerging discoveries in the human microbiome” (one idea)
    - Mike+Laura: poll a few different versions
  + Funding
    - $3000 left over from last year
    - Rejected from SIF - received funding 3 years in a row
    - Department will support us
* Academic seminar - Karen
  + Date: Late Oct/Early Nov (could be changed to mid Nov based on prof availability)
  + Scott Yuzwa (prof) - contacted today
  + 1 hour seminar outline
    - 45 min presentation
    - 15 min questions
  + Idea: Have students from his lab
  + Focus on marketing the conference, not the academic seminar
  + Required by ASSU (for funding)
  + Karen: contact speakers if Yuzwa doesn’t work out
  + Will have a career seminar in second sem (to cover other ASSU requirements)
* Study sessions - Nathan + Justin
  + Can get additional funding from ASSU (Mike+Laura)
  + Snacks (low cost)
  + Probably regular drop in study sessions
  + Nathan+Justin: messenger group for second years
  + Room for study session
    - Could do study rooms in Robarts/Gerstein → too small
    - Book MS6222 - have to be in by 5 and can stay as long as you want (contact Louella at [lmp.undergrad@mail.utoronto.ca](mailto:lmp.undergrad@mail.utoronto.ca))
    - Start by late Oct
  + Consult 2nd years for time and day
* Mentorship - Karen
  + Send out email to make sure everything is going smoothly
  + Send out survey after every mentorship event (very short)
* Social event - Nicole
  + Late Nov
  + Ideas
    - Christmas themed coffee house/study session
    - gingerbread houses to decorate (could be a competition and grad students judge)
    - Secret santa (w/in mentorship program)
    - Volunteering together somewhere (ex. Soup kitchen) - can be on its own, not social
  + Recap from last time
    - Name tags for next event
    - Talk to caretaking about clean up
* Website
  + Talk to Junaid
  + Upload exec photos to website