**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)
		- 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