

PDA meeting – July 25th 2013

- **Presence:** Nathalie, Katie, Beatrice, Janet – Nathalie’s last meeting!! Janet is going to send her a list of G&G postdocs to find a replacement.

- Miscellaneous:

- For small events like coffee hours and happy hours, send an email a week before, the beginning of the week of, and the morning of.
- For larger events like picnics and workshops, send an email at least 2 weeks ahead, a week, beginning of the week, and morning of.
- Jim Yoder and Kristine Charette can also send postdoc emails so if Janet is out of town. We should just contact them to send emails.

- “How to get a postdoc” event for JP students:

- An informal event where several postdocs from different WHOI departments (PDA members would work great) sit around with beer and pizza and answer questions from JP students about what to do to get a good postdoc.
- JP students have money to fund beer/pizza.
- Lenora Frasier in academic offices can help with an event like this.
- Katie will lead organizing this with Liz Drenkard and JP student rep.
- Some time in Sept.

- Academic Applications Workshop

- Tues, Aug 27th, 3 pm, Carriage house is booked!
- Workshop 3-4:30 pm, followed by reception with drinks and food.
- 2 people who have been on search committees and read applications – Jim Yoder; Any Department Chairs should be able: Jeff Seawald in MC & G.
- Also people who have recently applied and gotten tenure track positions.
- More like a “do’s and don’ts of applications”, tips, instead of an extensive how to write an application.
- Cover letter, CV, Research Statement, Teaching Statement.
- Janet is going to look up and email us suggestions for an experienced person.

- Coffee Hours:

- Hold off on Coffee hours until the fall (next in Sept or Oct) since summer time attendance will probably be low.
- Future options:
 - o MRF: Mike will ask Michael Moore to give us a tour of “dead things”.
 - o ESL
 - o George Lyles at aquarium