

## **PDA meeting – Sep 25<sup>th</sup> 2013**

- **Presence:** Katie, Mike, Meg, Frants, Beatrice, Janet

- **Q&A for JP students: How to get a postdoc position:**

- Being held tomorrow.
- Janet has arranged pizza and non-alcoholic drinks.
- Meg and Mike bringing beer.

-**Voting for next PDA:**

- Janet has 18 ballots.
- We need to make it easier to vote so get more votes.
- Let's get the charter changed to accept electronic votes so we can do online voting.
- New PDA should do this ASAP so next voting has better turn out.

-**Symposium:**

- Oct 16<sup>th</sup> – National Academy of Sciences Johnson Center.
- Mix up the talks by topic.
- Venue is booked.
- Frants is coordinating presentations and putting together schedule, will be done by Oct 12<sup>th</sup>.
- Send out an email after deadline for responses, saying we can still accept people. Frants will send this.
- Janet will get note cards and envelopes so people can write one good thing and one thing that needs to be improved for each speaker and also pens and name tags.
- Need session chairs for each session – Mike, Beatrice, and Ben
- Need some sort of way to let speakers know how much time they have.
- Janet takes care of food and drinks.
- Someone needs to do an intro: current PDA members, what we've organized, new PDA members – Janet will send list of all this years activities to Meg.
- Janet inviting communications and graphics and ask Matt to video tape.
- We need a mac (Beatrice) and PC (Mike and Janet) for presentations.
- Send acceptance emails to let people know what they need to do/bring for their presentation.
- Janet takes care of materials for posters if we have a poster session.
- We can include in reminder emails that everyone is invited to have dinner at Liam's.
- Remind people that talks need to be given for general science audience, for scientists outside of your field.