

YGSE Graduate Conference Meeting Minutes—December 2 @ 4:30pm EST via Zoom

Agenda Item	Notes
Finalize conference format	<ul style="list-style-type: none">a. Hybrid Model versus Virtual only<ul style="list-style-type: none">a. Will be done via MachForm for submissionsb. Different formats for participation: panel, paper, salon (roundtable/WIPs), gallery (posters)<ul style="list-style-type: none">a. Panel: individual presentations grouped into themes???b. Paper: individuals or collaborative groups presenting their papersc. Salon: discussions on topics, ideas, works in progresses with the goal of having discussions/feedbackd. Gallery: presentation of posters, visual artworks, multimedia, etc.e. Have disclaimer in machform that things will change dependent on submissions (top near title)f. Need to revise the definitions and guidelines of each of these thingsg. Machform will have preference (virtual, in-person, no preference)
Finalize dates	Call for proposals: December 15 Proposal submissions: February 9 Acceptance notifications: By February 21

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Next Steps	<ul style="list-style-type: none"> a. Proposal draft due Monday b. Poster design options due Monday c. Trying to book rooms with Aparna d. Notifying students of an upcoming conference even if call is not yet out <ul style="list-style-type: none"> a. When notifying students, tell them: <ul style="list-style-type: none"> a. Theme and what it means b. Date of conference c. Submission types (panel, paper, salon, and gallery) d. Submission deadline (February 9)
Next Meeting	<p>Promo rollout</p> <ul style="list-style-type: none"> a. Promo ideas b. Writing/editing ‘The Call’ c. Grad course drop-in - list of fall grad course <p>Call for faculty:</p> <p>Participating faculty list:</p> <p>Keynote speakers finalized:</p>