❑ October (Halloween Weekend) -Graduate Climate Conference
❑ Early November - Feedback Survey and Picture Distribution

Committee Overview

The Graduate Climate Conference is produced by a committee of volunteer graduate students. The majority of the committee should be made up of graduate students at the hosting institution, but remote organizers from the institution not hosting in a given year should be included to ensure continuity and promote cross-institution collaboration. Below is the basic structure of the executive committee tasked with organizing the various tasks of the conference. The executive committee is roughly broken into committees for Fundraising, Communication and Advertising, Abstract Reading, Conference Pamphlets, Logistics and Transportation, Social, Records and Evaluation, Audio/Visual, and Webmaster. Number of people in each committee are only suggestions.

In 2020, the GCC was organized as a virtual conference by a decentralized committee made of UW and MIT graduate students. The committee's structure and responsibilities were therefore altered to reflect the different needs and challenges a virtual conference (as opposed to an in-person conference) poses. The following is the basic structure of the executive committee tasked with organizing the various tasks of the virtual conference. The executive committee is roughly broken into committees for Fundraising, Communication and Advertising, Website and Conference Info, Abstract Review, Swag, Logistics and Audio/Visual, Social, Recording and Evaluation. In this document, Website & Conference Info will be described in the Pamphlet Section.

See Roster for past committee members (link)

Committee Chairs

Organization: 2-3 people

Job Description

The committee chairs lead the executive committee. In previous years there have been two chairs that lead the executive committee together, collaborate with their opposite members at other universities, and lead the conference proceedings.

Primary Task List
❑ Calling general meetings
❑ General oversight and organization taking into account feedback from previous years
❑ Leading Conference Proceedings

❑ Collaboration with other university Organizers

Fundraising Committee

Organization: 3 people

Job Description

The fundraising committee is responsible for submitting the NSF Grant and organizing fundraising from departments and the Program on Climate Change (UW). They also handle travel reimbursements and coordinate with other committees to reimburse (or pay in advance) conference expenses.

Primary Task List

❑ NSF Proposal (should be led by one person but drafted by a team of 2)
  ❑ Draft in early Feb, sent out in late Feb
❑ Organize Departmental Givings (should be led by one person but responsibility should be split between 2 people)
  ❑ Start email drafting in March, send out requests throughout the spring, secure the money by late summer/early fall
❑ Also in late spring, contact Miriam about reimbursement policy–what forms to have attendees fill out, procedure for committees to request a procard advance purchase or reimbursement.
  ❑ NOTE for attendees: UW cannot reimburse purchases made with any rewards program like mileage points. Attendees must pay for travel in order to be reimbursed.
❑ Keep the budget updated with feedback from committees, and adjust as needed based on available funding.
❑ Program on Climate Change Funding (one person should communicate directly with Miriam on this)
  ❑ This only comes into play at the very end. The amount varies depending on how much money is committed through other departments/grants

Communication and Advertising Committee

Organization: 2-3 people

Job Description

The Communication and Advertising Committee is responsible for getting the word out about the Graduate Climate Conference, what it is about and where to apply. The

committee is then responsible for the registration form and collaborating with other committees to make sure all the necessary information is contained on it. The Communication and Advertising committee should help coordinate other communications as necessary.

Primary Tasks

- ❏ Advertising
- ❏ Application Form
- ❏ Registration Form
- ❏ Coordinating Communication with other Committees
- ❏ Twitter advertisements
- ❏ Email List of past participants upkeep
- ❏ Take into account feedback from previous years

Abstract reading committee

Organization: 1-2 chairs, 5+ readers (readers composed of entire GCC organizing committee)

Job Description

The abstract committee is largely responsible for the content of the conference. They determine who will attend and who will present, as well as the themes and format of the sessions. The committee is responsible for making sure the scientific content of the conference is balanced across disciplines, and compelling to a mixed scientific audience. The committee should be formed from grad students in a variety of disciplines to provide the needed expertise to properly assess applicants and put together high-quality sessions. Many of the abstract committee's decisions require information about the number of attendees that can be supported, the time available for sessions, and the money available for scholarships (though this latter task may be delegated to the GCC Co-chairs). Accordingly, this committee needs to consult closely with the other conference organizers to keep informed on these subjects.

Primary Task List

- ❏ Determine acceptances / waitlists / rejections
    - ❏ do this anonymously to reduce bias, and ensure that at least two people read a given abstract (often we would ask for one person in the field and one outside)
        - ❏ the entire GCC committee should contribute to reading abstracts
- ❏ Determine oral / poster presentations
- ❏ Determine session topics, schedule, chairs
    - ❏ session chairs are usually committee members that are assigned; they should give a 5 minute intro to the session so that those from different fields can understand the talks

- ❏ session topics are important to determine and to make sure that they are equally distributed--we often do this along with the abstract reading
- ❏ Make sure that session chairs collect and give feedback on their session's slides and posters prior to the conference
- ❏ Take into account [feedback](#) from previous years

Swag Committee & Conference Pamphlet Committee

Organization: 3 people

Job Description

The Conference Swag Committee is responsible for ordering and delivering swag. Examples include mugs, facemasks, stickers, notebooks, etc. It is up to the committee to determine what you would like to order.

Primary Task List

- ❏ Create conference booklet (this should be split among the 3 people)
  - ❏ Organize all abstracts, titles, names by order of session; print (if necessary), etc.
- ❏ Get name tags made and stuffed
- ❏ Order folders with GCC logo
- ❏ Other goodies (mugs or pint glasses, pens, stickers)
- ❏ Order goodies (mugs or pint glasses, pens, stickers, etc.)
- ❏ If virtual, send the swag to each attendee
  - ❏ requires each person to provide their address if comfortable--ask them for their address in the response form as to whether or not they are attending

Website Committee

Organization: 1-2 people

Job Description

The Website Committee is responsible for the creation and maintenance of the GCC website. Starting in 2022, we began hosting the website on Github at https://graduateclimateconference.github.io/. This allows us to keep the same website URL as well as archive the information from the previous year's GCC.

Primary Task List

- ❏ Create and maintain the website
  - ❏ determine logo (may be re-used or create a new one)

Virtual Task List
- ❏ Create the website (on Github)
- ❏ create online conference pamphlet

Conference Logistics

Organization: 3 people

Job Description

The Conference Logistics Committee is responsible for booking and coordinating with the conference facilities and organizing post-conference activities.

Suggested breakdown of these responsibilities from 2018: 1) one person in charge of housing, venue booking, and 2) one person in charge of post-conference activities (which requires coordinating with transportation logistics).

Primary Task List

- Conference center logistics (Pack Forest Conference Center)
  - Assign people to rooms
  - Coordinate meal times and assign people to meal groups
  - Convey dietary restrictions to the cooking staff
  - Coordinate break times and snack options with the cooking staff
- Coordinate a hike/social activity around the Falmouth area/or Boston (in cooperation with the Social Committee)
  - You will need keys to access some of the hiking trails
  - Advertise hikes at the conference, bring a sign up sheet
  - Coordinate van departure times based on who goes on what hike
- Take into account feedback from previous years

Transportation Logistics

Organization: 3 people

Job Description

The Transportation Logistics Committee is responsible for organizing volunteer student housing before and after the conference, planning transportation to and from the conference facilities, and organizing COVID precautions (testing/vaccination etc) for conference attendees.

Primary Task List

- Coordinate rides to and from the conference center with outside participants if they arrive a day early or leave a day late

- Find local UW students to house incoming participants if they arrive a day early or leave a day late
- Book transportation to and from the conference center (bus or vans)
    - Rent vans - be aware of gas prices and rules for the van drivers.
    - Coordinate MIT student driver volunteers to drive vans to and from the conference and airport
- Verify vaccination status of attendees before arriving to GCC as well as testing pre/post travel.
- Coordinates with Conference Logistics heavily
- Take into account feedback from previous years

Virtual Task List

- ❏ Set up a discord server (or other options include things like gather town), such that it can host the large number of students that attend the conference
    - ❏ you will need to boost the server to its maximum amount for discord
    - ❏ we had issues with posters in discord this past year, and it might be worth trying something like gather town (bandwidth for those showing posters was a key problem)
- ❏ Coordinate social channels in the discord and social zoom links
    - ❏ with the virtual format it is important to set up social/casual conversation spaces for lunch breaks and snack breaks
- ❏ Create a password protected, secure zoom link for the conference
- ❏ Coordinate pre-recorded talks for all those turning in talks rather than posters
- ❏ Prepare software for captions for all talks (eg: ask for google slides or powerpoint captions to be recorded in talks, or use a zoom captioner available for a cost)

Social Committee

Organization: 3 people

Job Description

The Social Committee is responsible for all beer, drinks and snacks at the conference that are not provided by the venue, as well as the Saturday night party. Responsibilities include buying snacks, picking up and returning a keg, and planning the party and post conference activities.

Primary Task List

- ❏ Kegs for poster session and Saturday Party
    - ❏ Securing, picking up, and transporting kegs to and from the conference
    - ❏ Make sure there's a tap to actually use the kegs

- ❏ Ice for the kegs
- ❏ Liquor licenses for Friday and Saturday nights
- ❏ Saturday night party
    - ❏ Snack foods
- ❏ Post-conference activities
- ❏ Take into account [feedback](#) from previous years

Virtual Job Description

The Social Committee is responsible for all virtual social events at the conference, as well as the Saturday night virtual Halloween 'party'. Responsibilities include planning games, trivia, and the halloween party. Additionally, planning social opportunities throughout the day, such as lunch breaks or breakout rooms for discussion.

Virtual Primary Task List

- ❏ Saturday night Halloween party
    - ❏ making trivia or other games
- ❏ Post-conference activities
- ❏ Take into account [feedback](#) from previous years

Recording/Evaluation Committee

Organization: 3-4 people

Job Description

The recording/evaluation committee is charged with creating, distributing, and recording the results of the conference evaluations. In addition, its members are responsible for teaming up with the A/V Committee and Communication Committee to record the conference by whatever means they deem appropriate. In the past, this has included photography, video, written summaries of each session, press releases and website design. In 2018, this committee took responsibility for writing up a summary of the conference sessions for the PCC website and helping photograph the conference, while the A/V Committee took over video recording and YouTube uploading of sessions, the Communication Committee took over social media, and the new Website Committee made the website. The committee chair is the primary coordinator of the committee's activities, delegating various tasks to the other 2-3 members.

Primary Task List

- ❏ Create evaluation documents for committees, session chairs, and GCC participants
- ❏ Documentation of event (photos, written summary, etc.)
- ❏ Make sure that organizers update their sections of this manual
- ❏ Take into account [feedback](#) from previous years
- ❏ Carbon footprint

[Audio/Visual Committee](#)

Organization: 2-3 people

Job Description

The A/V Committee is responsible for the tech equipment (computers, mics, speakers, projector, video camera, etc.) used during the sessions. For the 2020 virtual conference, the A/V Committee and the Logistics Committee were one and the same.

Primary Task List

- ❏ Set up and operate presentation videos and online platforms
- ❏ Check presenters' slides 1-2 days before the conference to ensure compatibility and proper display
- ❏ Make video recordings of sessions, upload to YouTube, and distribute to participants (optional, but was done in 2018)
- ❏ Take into account [feedback](#) from previous years

Virtual Task List

- ❏ work closely with the logistics team to operate presentation videos on the online platforms
- ❏ work with logistics team to collect youtube videos of all those giving talks (except keynotes), ensure the videos work and have captioning
- ❏ prepare music for the waiting room when zoom calls start
- ❏ potentially record sessions and upload to YouTube
- ❏ take feedback from previous years into account

Remote organizers

Organization: 1-3 people

Job Description

In 2020, our organizing was all done remotely since the COVID-19 pandemic made gathering in person impossible. There was a large amount of interest from participants at the 2020 conference in contributing to the planning of GCC. In light of this, it would be beneficial to cast a wide net for remote organizers and encourage graduate students from institutions other than UW and MIT to help plan and put on GCC. Remote organizers can and should take on roles in whatever committees they are most interested in.

Primary Task List

❏ Depends on remote organizers' interests and the committee's needs