

Organizing a Conference for Undergraduate Women in Physics (CUWP): A How-To Guide

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A Sample CUWP Schedule

FRIDAY

18:00—Opening Registration and Reception
19:15—Welcome Address and Introductions of Conference Organizers & University Hosts

SATURDAY

08:30—Breakfast and Registration
08:45—Faculty Research Talk (a member of host university)
09:30—Career Panel (obtain panelists from a range of possible career options)
10:45—Coffee Break
10:50—Professional Development Talk (public speaking skills, graduate school application process, ...)
12:00—Lunch—participants bring a sack lunch and sit around tables with faculty and senior scientists
13:15—Lab tours led by faculty/students at the host university
15:15—Keynote address (by invited guest, a prominent physicist or university head/president)
16:15—Coffee Break
16:30—Faculty Research Talks (2)
18:00—Conference Banquet Dinner

SUNDAY

08:30—Breakfast
09:00—Faculty Research Talk
09:45—Student Research Talks (allow roughly 20mins each)
11:45—Lunch and Student Poster Session
13:15—Graduate Student panel discussion (if possible, females at different places in their graduate career)
14:15—Coffee Break
14:30—Pro. Dev. Workshop/Faculty Talk
15:15—Closing Remarks (by a conference organizer)

Resources: Organizing a CUWP

- ✓ Enlist volunteers (faculty, graduate students, researchers, ...) to help with creating and organizing events
- ✓ Find a location (ideally, a university) to host the conference
- ✓ Technology: for PowerPoint presentations, microphone, speakers, video conference
- ✓ Have participants stay overnight in student dorm rooms on university campus or with conference organizers (or if funding, in hotels)
- ✓ Write application form and create website (For example, Yale's CUWP: <http://www.yale.edu/spsyale/cuwp/index.html>)
- ✓ Conference advertisement—emails to listserv of physics majors at local universities
- ✓ Compose a list of speakers to invite from local universities or physics-related industries to give research talks or participate on panel discussions

Tips to Organizers

- ❖ During short breaks, tell participants to turn to those sitting on either side of them and introduce themselves
- ❖ Bring as diverse a group of invited speakers that can highlight the various research areas in physics (if possible)
- ❖ Have conference participants fill out a pre-conference survey & post-conference survey: inquire about the value of each conference event and ask for comments on the personal impact of the conference
- ❖ Largest expenses for U.S. conferences: food, lodging, travel reimbursement for participants & speakers, facility rental ->find ways to reduce these costs!