SUS Careers and Professional Development Committee Meeting  
11/29/17 | 18:30 | Abdul Ladha Rm #104

I. Attendance

Present: Thomas, Avril, Liheng, Lee, Alyssa, Cathy, Judy, Morris, Farhan, Jim
Absent: Alisa

Agenda Items

Review the Speaker Series

<table>
<thead>
<tr>
<th>What went well</th>
<th>What we'd like to do better</th>
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<tr>
<td>Great selection of speakers</td>
<td>Make fb event for each day for better marketing</td>
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<tr>
<td>Our speakers spent time mingling -&gt; good quality</td>
<td>Choose early dates before finals</td>
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<td>No break between speakers</td>
<td>Food on the same floor</td>
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<td>Attendees really enjoyed the event</td>
<td>Offer mics/turn off weird machine noises</td>
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<td>Really good questions/ discussion</td>
<td>Use powerpoint clicker (purchase)</td>
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<td>Were able to reach speakers early enough (1.5 weeks)</td>
<td>Get pointer/app/wireless mouse for transitions</td>
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Updates from Erin

- Emailed Farhan list of 14 Life Sciences alumni - asked for more diverse backgrounds
- Erin will reach out to people we want as panelists
- Pick top 5 by friday

SCI Fair Progress

- Alyssa has followed up with education office and nursing
- Got Herman to tentatively confirm an HR rep from IQgeniX
- Keynote speaker: Dr. Cavers has not replied yet.
  - Other options: MacLachlan@science.ubc.ca
- Allison suggested, if need be, reduce time for keynote speaker to devote more time to panelists
- Remove for now, but if someone is really interested/engaged we can invite them
- Company progress
  - We have contacted the alumni from list
  - 7 confirmed, + CSI&C (maybe), SBN + IQgenix + Hootsuite
  - 11 booths confirmed, we only need 9 more - good shape
- More extensive promotion, prof lecture slides, classroom announcements
Panelist Invites

- **Last year: 5:45pm – 6:15pm** (same time tentatively this year)
- Multiple panel sessions: life science, non-life science

To Do List from Last Meeting

- Alumni Speaker peeps: figure out which aspects of SCI Fair you want to take charge of (marketing, logistics, HR (e.g. recruiting volunteers), etc.)
- Avril: Marketing & Logistics
- Liheng: HR
- Judy: HR

Meeting Adjourned at: 7:11

Action Items

- **Farhan** upload speakers file so we can pick panelists
- **All** pick top 5 speakers by Friday before finals
- **Alisa**: If Ian Cavers can't come, try Mark MacLachlan
- **Avril & Farhan**: contact the unhighlighted companies
- **Jim**: email IQ genix and offer SCI Fair
- **SCI Fair outreach team**: call + email all yellow companies by Thursday evening so Farhan can email by Friday
- **SCI Fair outreach team**: follow up with (call) companies that didn’t return (i.e. Alyssa & CSI&C)
- **Cathy & Jim** - delayed action item, make availability spreadsheet