

## Tasks in planning the PhD seminar in Department of Food Science

No more than 3-4 people should plan the seminar. But they can include others for specific tasks during the seminar.

### Overview:

#### Tasks:

- Anchor man: sending e-mails, making sure that everything is happening, arranging meetings in the organizing committee, receiving abstracts from students.
- Contact to Sandbjerg
- Designing and printing of folder
- Contact to external presenter (Funded: In 2011, 9000 DKK was spent on 'coaching'; In 2010, two bottles of wine and transport was given)
- Responsible for workshop
- Responsible for economy

#### Minor tasks:

- Name badges
- Assign other students for social events. It is ok to have minor expenses, e.g. a price for the winning team (could be candy, chips or drinks for the late evening)
- Evaluation schema.
- Application and reporting to AUFF (Aarhus University Research Foundation)

### Planning in details

#### 6 MONTH BEFORE:

- Contact Sandbjerg for potential date, and make preliminary reservation
- Send doodle out to the PhD students and PhD coordinator with the preliminary dates, app. 1 week deadline, remember to state that is a survey, and cannot be considered as a final answer of participation.

Date: September is nice because of the weather, but many 'fruit-students' are very busy at that moment. The date should be settled in a doodle vote (doodle.com). It has been Thursday-Friday for some years and it works well. The doodle should be send to the PhD students in spring.

- Order Sandbjerg:
  - Single rooms
  - Order boards for posters
  - Order food

#### Food:

- First day:  
Rolls and coffee at arrival  
Lunch  
Afternoon coffee, cake and fruit (Specify fruit).  
Dinner (2011 we chose 'festmiddag')
- Second day:  
Breakfast  
Coffee (+fruit???)  
Lunch  
Coffee, cake and fruit

#### 4 MONTH BEFORE:

- Start to discuss the theme of the seminar
- When the theme is settled, possible external presenters and workshops should be considered. The external presenter and the workshop should be arranged at latest in the middle of June (min 3 month before).
- Application for funding of the stay at Sandbjerg can be send when a draft for the program including external presenters is ready. Find information about how to apply AUFF at [www.au.dk/auff](http://www.au.dk/auff). There is no application scheme and a letter must be written. There is no application deadline for this but it is a good idea to apply some months before the seminar. The current PhD program coordinator must sign the application.  
  
AUFF will fund PhD courses at Sandbjerg, therefore it is a good idea to have an external presenter at some point at the seminar. The funding can only be used to pay Sandbjerg and must be spend in the present year of the seminar. Expect maximum 1000 DKK pr person attending the seminar - they have given this maximum amount the last few years.
- Send invitations, and remember to mention that this is considered as the answer of participation.

Send the invitations too:

- All PhD students
- All master students (a problem that they don't start until September)
- The PhD coordinator
- Head of department
- Supervisors (remember to write that 1 day participation is possible)
- Information and announcement to FOOD Print.

#### 2 MONTH BEFORE

- Now a tentative programme can be send to the participants and they are informed that they should write and abstract for a presentation, inform about the different presentation forms. Deadline of abstracts and final acceptance/rejection of the invitation should be approximately 1 month before the seminar (2011). Then there is room for late deliver.
- Remember to ask for vegetarians and food allergies.

#### 14 DAYS BEFORE:

- Final number of persons should be informed to Sandbjerg
- Assign other students for social events. It is ok to have minor expenses, e.g. a price for the winning team (could be candy, chips or drinks for the late evening)
- Designing and printing of folder. This must include some guidelines on how the evaluation of presentations and posters will be carried out.
- Make name badges
- Make evaluation schema.
- Remember workshop
- Send updated programme to participants
- Order poster boards at Sandbjerg and agree with them on where and when they place the boards.

#### BRING AT THE SEMINAR:

- Ppt controller with a pointer
- Camera
- Drawing pins for posters
- Name badges
- Transport is normally arranged by the students themselves in company cars or private cars, but 1 person in Foulum and 1 person in Aarslev could be assigned to this task. They do not have to be part of the organizing committee.

#### AFTER THE SEMINAR:

- Evaluate the seminar
- Update this guide on the intranet if necessary.
- Report to AUFF:  
Report scheme is found on [www.auff.dk/bevillinger/anvendelseafbevillinger](http://www.auff.dk/bevillinger/anvendelseafbevillinger). The "Journalnummer" is the one starting with "AUFF-..." in the top of the letter you receive when the grant is given. The current PhD program coordinator must sign the report scheme.  
The report must be sent to AUFF when the budget is finished for the seminar, you have to check with Helle Vestrup, which date that is.