

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 workshops
- Responsible for economy

Minor tasks:

- Name badges
- Assign other students for social events
- Prepare an evaluation schema/questions
- Application and reporting to AUFF (Aarhus University Research Foundation).

Planning in details

6 MONTH BEFORE:

- 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 or Monday-Tuesday in recent years. The doodle should be send to the PhD students in spring.
- Contact Sandbjerg Gods (Suasanne Byskov sandbjerg@sandbjerg.dk) for making a preliminary reservation
- Order Sandbjerg:
 - Single rooms
 - Order boards for posters
 - Order food

Food:

First day	Second day
Rolls and coffee at arrival	Breakfast
Lunch	Coffee (+fruit???)
Afternoon coffee, cake and fruit (Specify fruit)	Lunch
Dinner (2011 we chose 'festmiddag')	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. 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. Then, send it to Henrik Dalgaard hd@auff.dk.

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 750 DKK pr person attending the seminar - they have given this maximum amount the last few years.

- Send the invitation, and remember to mention that this is considered as the answer of participation.

Send the invitation too:

- All PhD students
- All master students (a problem that they don't start until September), therefore send it also to all VIPs (=supervisors)
- The PhD coordinator
- Head of department and teams (remember to write that 1 day participation is possible)

2 MONTH BEFORE

- Send a reminder to all VIPs that they should inform their Master students about the seminar. (Send another reminder one month before the seminar as the final reminder).
- Now a tentative programme can be send to the participants where they are informed that they should write an 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. Then there is room for late delivery.
- Send a tentative programme to the workshop speakers
- Remember to ask for vegetarians and food allergies. Update Inge Møller (im@sandbjerg.dk) about the food (type and time to be served by sending her a schedule).

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).
- Prepare an introductory game (ice-breaker), where students can get to know each other at the start of the seminar.
- Designing and printing of folder. This must include some guidelines on how the evaluation of presentations and posters will be carried out. Send the text to Tina Lillelund Magaard tlm@food.au.dk. She will do the design and print.
- Make name badges. Send a list of participants to Camilla Fjord Madsen cfj@food.au.dk. She will take care of it.

- Make evaluation schema/ Prepare evaluation questions
- Remember workshop.
- Send updated programme to participants
- Order poster boards, computer and ppt controller at Sandbjerg and agree with them on where and when they place the boards. Contact Inge Møller (im@sandbjerg.dk) and she takes care of this.

BRING AT THE SEMINAR:

- Camera
- Drawing pins for posters
- Name badges
- A bell or cards that indicate how much time is left for the presenter (is very helpful to stick to the time)
- 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. Create a google document to better gather information about transport and car sharing.

AT THE SEMINAR:

- Start the seminar with giving information about practicalities (where to pick up the room keys, where the meals are taking place etc.). Make an ice-breaker game where students get to know each other at the start of the seminar. Approx. 30 min.
- Make sure students set up the posters during the lunch break .

AFTER THE SEMINAR:

- Evaluate the seminar
- Update this guide on the intranet if necessary.
- Application and grant letter from AUFF should be signed by the applicant and Michelle Williams
- Both application form and grant letter should be upload at **Workzone** by Margit Hansen and at **REAP** by Merete Brødsgaard Henriksen
- Report to AUFF:
Report scheme is found on 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.
- Contact Tina Torp Andersen for further instructions on how to proceed with the Report Scheme; you'll need to inform her project and activity numbers used for expenses.