

**Career Advancement Chair/HQ Meeting Notes**  
**6/12/2023**

**Attendees:**

**Kalpana Katti, Chair**

**Rebecca Anthony, Broadening Participation in Materials Coordination Group Chair**

**Natalie Larocco, MRS HQ**

**Michele Feder, MRS HQ**

**Kalpana's new recruits:**

Sahar – Awards initiatives (Kalpana will send contact details) – assistant professor  
Candan Tamerler also – more senior, very busy but interested in diversifying awards nominations.

Maybe they can work together as co-leads of Awards Nominations SIG. Candan's experience with prior Awards Nominations SC will be good to have. Kalpana will talk with both of them and ask them to co-lead. Michele to send tasks to Kalpana.

Rebecca asked for wrap up from S23

Challenge with who attends SIG event – people who need to be there were not present and students who attended were frustrated by that.

PREM event was well-attended and good feedback. Opportunity to engage these students further on a regular basis.

F23 – Need to get events on the calendar very soon. Meetings Department has already asked for schedule and there are limited time slots that do not conflict with technical programming.

SIG lounge, and pop up meeting space for private meetings

Open networking – proximity to president's reception

Additional options for reception opener/discussion starter:

1. Possible TED talk with discussion to follow for networking – question prompts for them to discuss?
2. Who has been influential in their path and give a 2 minutes max with a photo and why they were influential
3. Could we get #2 in advance and create some slides that could scroll. People could watch or read and then reflect on during their conversations.

Rebecca: I liked this series that came out from MSU recently:

<https://www.canr.msu.edu/diversity/black-history/>. We don't have to center on black history but it's just an example

Celebration of MRS - Interview people who have been long-time members with what they see has changed. More broad welcoming.

Rebecca to reach out to SIGs to ask them if they want to plan something for F23 separate from reception. Still have funding available that they can apply to use.

Michele will touch base again with Chi-Chin about joint proposal for webinar series from Researchers of Color and LGBTQ+ SIGs. Mikayla had been on leave so it got delayed.

Related to budget – space is free, food and beverage are most expensive, basic AV should be less than \$1,000. If SIGs have a proposal, Rebecca can work with Natalie and Michele to work on the budget. Could be potential for sponsorship if event is conceptualized early enough and costs will exceed available funds.

It will be important to start marketing events early to get desired attendance. Michele and Natalie can work with HQ Marketing Department to create promos.

Rebecca will convey need to solidify Women in MSE October webinar and F23 breakfast and workshop asap so that they can be promoted to potential sponsors.

Rosters to SIG leads - Michele

Lincoln Lahoun has requested a meeting with CAC Chairs and HQ to discuss the approval process for SIG and other BI events produced by CAC. Wants to ensure that goals and intended outcomes are being set in advance of event approval and that metrics are established so that events can be evaluated as part of overall MRS Meeting Quality. Kalpana and Rebecca agreed to meet with him in July when they return from their June travels. Michele will set up the meeting.