

**Rocky Mountain**

**CUWiP**

**2013 Conference for Undergraduate Women in Physics**



# How to Make (a) CUWiP

(what to expect and recipe for success)



The Conference for Undergraduate Women in Physics series is undergoing a transition to being formally under the umbrella of the American Physical Society **this year**.

This involves considerably more national level structure and support, but the focus is still on locally organized conferences!

<http://www.aps.org/programs/women/workshops/cuwip.cfm>

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## **Starting now, this week, in 10 minutes!**

- Take one very motivated person (yourself).
- Add at least four dedicated and hard working students to serve on executive planning committee (more is better!).
- Discuss your experience at the 2013 CUWiP and planning aims with your department head/SPS/"WiP" advisors.
- Organize your efforts: establish faculty oversight committee, solicit volunteers.
- Visit the official APS CUWiP site for information on applying to be a 2014 conference site.

**Once you have been approved to host ...**

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## Spring

- Explore campus resources (capacity), reserve rooms **asap**.
- Faculty will join monthly national level phone meetings.
- Explore accommodation and meal options for budgeting.  
Do not be afraid to negotiate with hotels!
- Develop a detailed preliminary budget based on participant numbers. Establish conference account.
- Each site will be part of joint NSF and DOE grant applications (coordinated by faculty) that are “usually funded” around \$100/attendee. **The rest is up to you!!**

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## Spring

- Identify a list of possible sponsors: Check with your department, identify other funding at your school, consider local schools, national labs, industries, local and national professional organizations.
- Develop a strategy for fund raising: When to ask? Who will ask? Why should they fund? Support your requests!
- With realistic expectations for funding, set a final target participant number and funding goal and organize hotel accomodation, local transportation, food, etc.
- Develop preliminary program, invite speakers.

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## Summer

- **Sponsorship drive.** Call, email, meet, and call again.
- Anticipate late responses (after fiscal year's end in many cases).
- Use prior conference information for sponsorship ideas.
- Preliminary website design, registration packet design, advertisement design, logo design, finalize program.

Use the summer wisely, the Fall will be very busy!

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## Fall

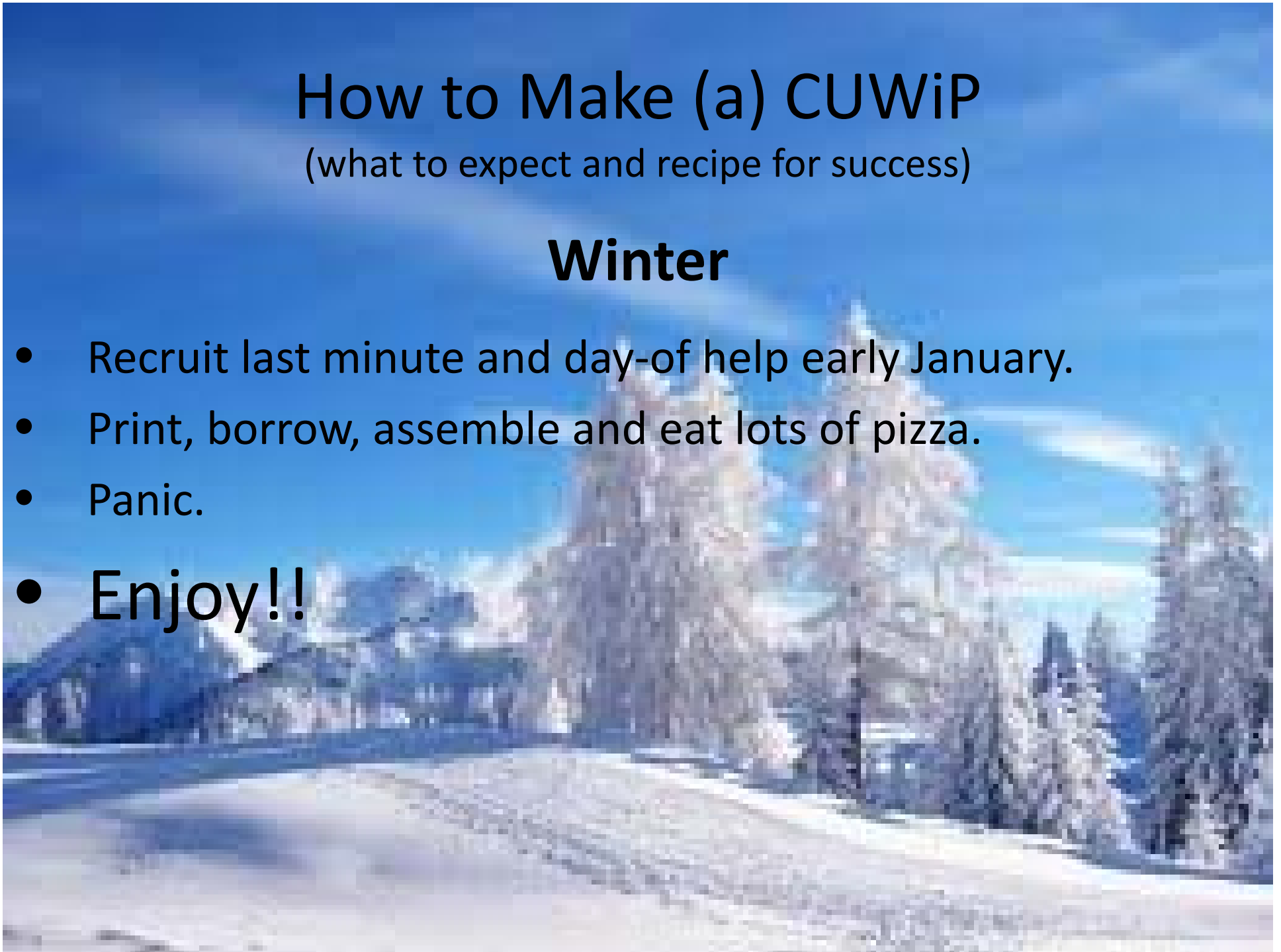
- Finalize advertising, website, registration details August.
- Coordinated advertising launch early September.
- Coordinated registration open/closes early/late November.
- Process applications and select and inform participants.
- Finalize participants/details early December.
- Finalize hotel, transport, food contracts in December.
- Finalize orders and obtain conference materials.
- Ho, Ho, Ho ...

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## Winter

- Recruit last minute and day-of help early January.
- Print, borrow, assemble and eat lots of pizza.
- Panic.
- **Enjoy!!**





**Let us thank you for helping us  
make this a wonderfully successful**

