**9th Annual Oliver Smithies Nobel Laureate Symposium Charge**

The members of the Oliver Smithies Nobel Laureate Symposium Committee have wonderful opportunities to interact closely with the invited Nobel Laureate (including attending breakfast with the Laureate and first-call to attend the luncheon), and learn the details about what it takes to hold a Symposium.

The entire committee is also responsible for creating a memorable and successful Symposium. This is a full day event with many events, and serving on the committee is not an easy task. If you volunteer to serve, you must be committed to this responsibility and be willing to donate your time not only on the day-of, but also throughout the months leading up to the Symposium.

A single postdoc is responsible for Chairing the Symposium and Committee, and the rest of the members will be divided into 5 committees. The Symposium is administered by Dr. Trisha Dant, Associate Director of the School of Medicine Office of Research. Dr. Kathleen Caron, Professor and Chair of the Department of Cell Biology and Physiology is the faculty advisor and lead of the Symposium.

All sub-committees must copy Trisha Dant on every email, and are encouraged to invite her to committee meetings. Below is a list of committees with a summary of general responsibilities.

**Symposium Chair (1 person):** Dr. Victoria Sepulveda

* Invites Nobel Laureates to the Symposium
* Oversees the entire Symposium and works with Committee Chairs when necessary
* Introduces the Nobel Laureate at the Keynote Seminar.

**Fund Raising Committee (approximately 1-2 people):**

Chair:

* Write / update the NCBC BES Event Support Grant
* Brainstorm and Execute other fund-raising opportunities for the Symposium

**Design and Promotion Committee (approximately 3-4 people)**:

Chair:

* Create flyers and large posters to promote the Smithies Symposium
* Create pamphlets that will be distributed to attendees of the Symposium
* Work on promoting the Symposium on WRAL or other radio stations (*optional – this is not done for every Symposium. Must be approved by Kathleen Caron)*
* Responsible for working to promote the event through listservs including those held by the Office of Postdoctoral Affairs, Office of Graduate Students, etc.

**Archive Committee (approximately 2 people)**:

Chair:

* Design a slide show that will play just prior to the Keynote Seminar (while people are getting seated)
* Ensure that important documents are available in the Nobel Symposium Google Drive for subsequent use

**Discussion Panel Committee (3-4 people)**:

Chair: Ana Teixeira Nogueira

* Create topic for the Panel Discussion
* Decide faculty from UNC and surrounding areas to invite to serve on the panel
* Design the flow and logistics of the Panel Discussion
* Write text blubs about the Panel Discussion (will be given to the Design Committee to incorporate in materials)

**Events Committee (no limit):**

Chair: Margeaux Wetendorf

* *This is the largest committee with the largest number of responsibilities.*
* This group is responsible for the overall execution of the event, and will handle logistical tasks including:
	+ Creating food menus throughout the event
	+ Ensuring that appropriate room bookings are completed
	+ Thinking about any accommodations needed for events (i.e. microphones, extra chairs, tables etc.)
	+ Members will be responsible for arriving at events early throughout the day to set up / take down
	+ Make sure that all events are in-place
* Members of this group must be flexible, as things will come up throughout the Symposium.

All members of the committee should help hang/distribute poster across campus to maximize advertisement of the event.