Operations Panel: Strategies for Planning Fantastic IAB Meetings
NSF I/UCRC Annual Meeting
January 10, 2013
The Center has been a member of the NSF I/UCRC program since inception in 1990 as the Center for Separations using Thin Films (1990-2000). Growth of the research program then enabled 10 years of successful operation (2000-2010) as the NSF Membrane Applied Science & Technology (MAST) Center. In July 2010 the Membrane Science, Engineering & Technology (MAST) Center was established as a NSF Multi-University I/UCRC based on a partnership between NJIT and CU.
MAST Center Research Program

Fundamental Work in Membrane Materials, Formation and Characterization

Water Treatment & Reclamation
Pharmaceutical & Biomedical
Sensors
Energy & Chemical

Membrane Application Areas Reflect Sponsor Interests!
What does the MAST Center Coordinator do?

- Financial Management & Budgeting
- Administrative Coordination
- Liaison work: Directors/IAB/Faculty/Students/NSF
- IAB Meeting Planning and Logistics
- Report & Proposal Submission
- Request for Proposal Cycle Management
- CDA and Membership Agreement Review
- Website Updates
- Secure Server File Maintenance
- Subcontracting and Project setup with Contracts & Grants/Sponsored Programs Accounting Offices
Our IAB Meeting Snapshot

➢ Day 1
  • Initial Business Meeting with the IAB
  • Welcome Reception for IAB/Potential Sponsors/Faculty/Students

➢ Day 2
  • Research Presentations
  • Orientation for Potential Sponsors with Directors
  • Closed Session with IAB, NSF Program Manager & NSF Evaluator
  • New Project Selection Session (Fall Meeting Only)
  • Social Hour, Dinner and Poster Session

➢ Day 3
  • IAB Discussion of Current Research Projects
  • Research Project Mentor Meetings
  • Wrap-up meeting with Directors, NSF Evaluator, Center Coordinator
Best Practices for Conducting an Effective IAB Meeting
1. Be the Point of Contact for your Meeting

Centralize your Information!

- Avoids confusion from Vendors, PI’s, and the IAB
- Higher Response Rate
- Fewer missed details
- Time-saver for Directors
2. Use Electronic Means Whenever Possible

- Saves resources
- Harder to lose documents
- Greater Efficiency

What have we made Electronic?
- Meeting Registration
- Review of Documents & Progress Reports
- Sponsor Feedback
3. Scheduling to meet the needs of the meeting

➤ Meal times and breaks should be just as if you were at work.

• Second Morning: start 30 minutes later
• 1.5-hour break between afternoon and evening functions

➤ Advance Notice - make sure you give it!

• Meeting Dates – 3 months
• Overall Agenda - 2 months
• Work with teaching/class schedules and breaks
4. Paying attention to the details: Private-Sector Style

- Center Coordinator = IAB Concierge
- Know your site, and the amenities close by
- Wireless Access IMPERATIVE
- Convenient parking
- Executive-friendly hotels
- Transportation options to and from the airport AND comprehensive directions
- Advance review of meeting discussion items
5. Catering Choices: Right Fuel, Right Result!

- If you can’t eat it at home, don’t serve it at a meeting.
  - High Protein, Low-Fat Meals, especially at breakfast
  - Vegetables are NOT “what food eats”. Use them.
- Add at least 5 to your meal counts
- Hot Drinks: 150% of the normal amount
- Cold Drinks and Water: Universally Present
- Accommodate Special Diets and Food Allergies
- What should you make higher-end items?
  - COFFEE
  - Hors-D’ouvres and Desserts (smaller is better)
  - Higher quality vegetables whenever possible
  - Beer and Wine
  - To-Go lunch on last day
Conclusion: Best Practices

• Be the sole point of contact for meeting logistics
• Use electronic means whenever possible
• Schedule appropriately to give breaks, maintain focus
• Pay attention to the details and needs of your attendees
• Cater your meals to keep your people fueled and not weighed down
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