



# **Best Practices for Planning and Conducting IAB Meetings**

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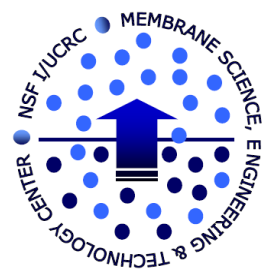
**University of Colorado Boulder**

**Operations Panel: *Strategies for Planning Fantastic IAB Meetings***

**NSF I/UCRC Annual Meeting**

**January 10, 2013**

# MAST CENTER



# MAST Center Research Program

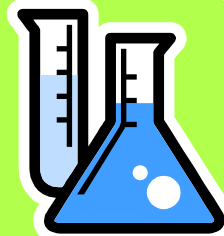
**Fundamental Work  
in Membrane  
Materials,  
Formation and  
Characterization**



**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



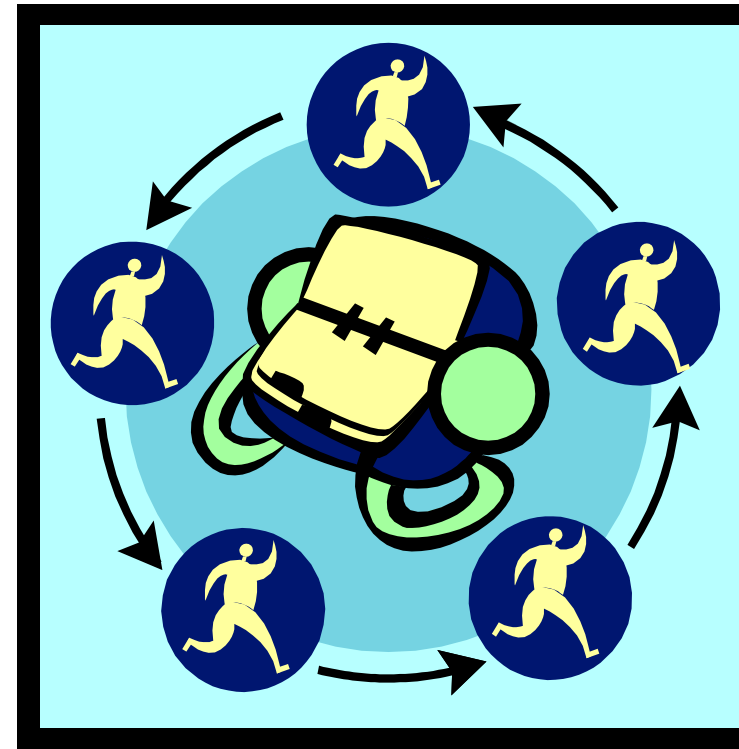
# Best Practices for Conducting an Effective IAB Meeting



# 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

# Acknowledgements

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