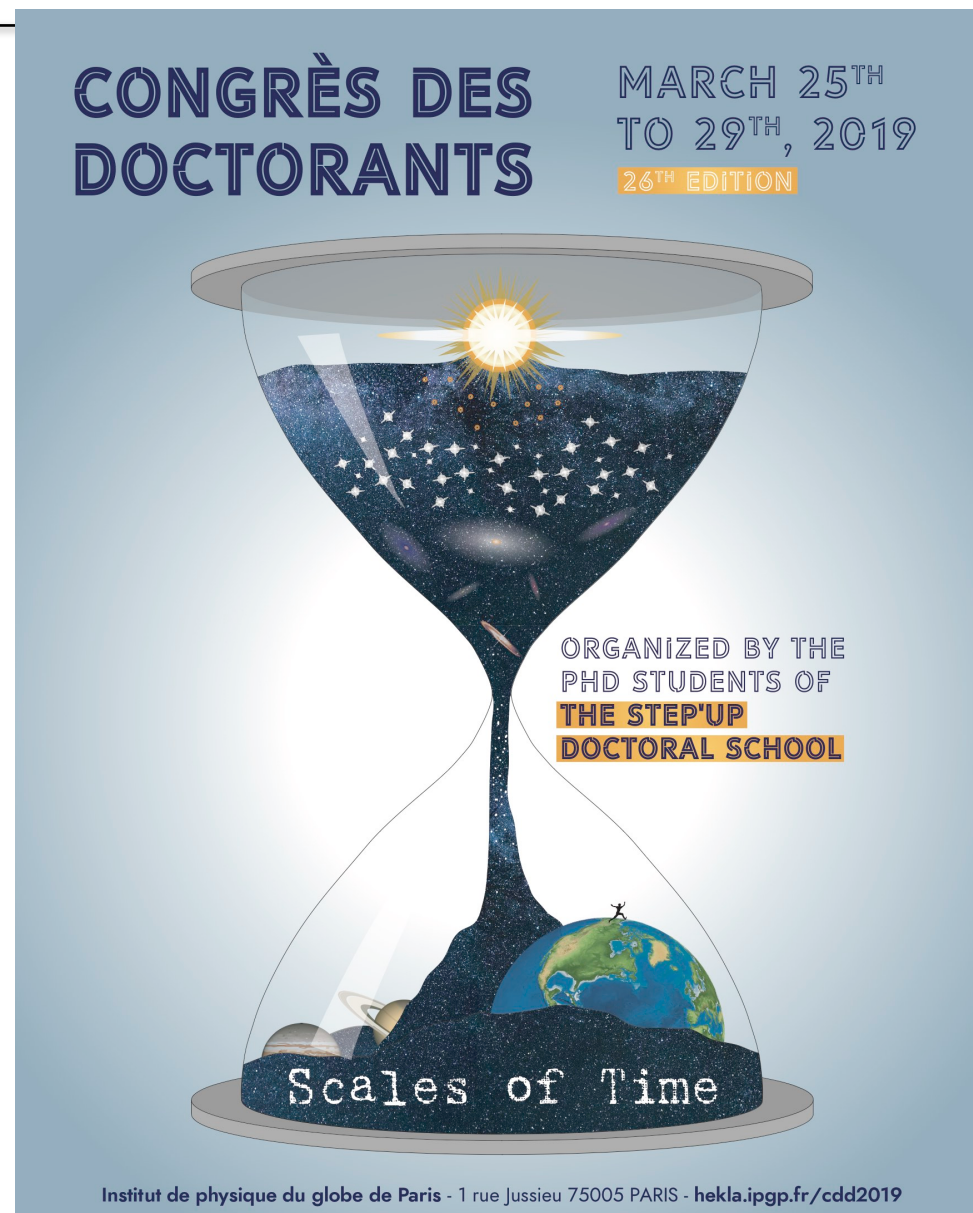


Congrès des Doctorants PhD conference

- Organized by 1st year PhDs -> **YOU**
- new in 2019 : **common to TE and PU -> same in 2020**



**One week in March
2020 (23-27 March)**



Congrès des Doctorants PhD conference

- Organized by 1st year PhDs -> **YOU**
- new in 2019 : common to TE and PU -> same in 2020

One week in March 2020 (23-27 March)

In 2019 we had:

- **4 days scientific conferences (oral & poster sessions)**
 - *Talks by 3rd yr PhDs (+ 2nd yr if time permits)*
+ some invited foreign PhDs (8-10)
 - *Posters by 1st-2nd yr PhDs during lunch and coffee breaks*
- **1 day “ Emplois en Géo-Univ-sciences ” (wednesday):**
Think about jobs, meet with industry and former ED's doctorates
- **last afternoon (friday): a closing conference**
On a timely topic, for a general audience (2-3 invited speakers)



Congrès des Doctorants PhD conference

For the 1st time in 2019: full ED STEP'UP

- Scientific conferences (talks and posters):

- *A part of the talks specifically aimed to be understandable by everybody (communication / pedagogic effort...)*
- *All sessions (talks and posters) in common. At IPGP.*

- 1 day “ Emplois en Géo-Univ-sciences ” (mid week):

Common to TE and PU

- Last afternoon (friday): a common closing conference

for a general audience by 2-3 invited speakers

This TE-PU common organisation was new in 2019.
Success !!! But some improvements needed. So all details to be discussed, fixed and organized by YOU (with help from ED) -
Specific effort coordinating between TE and PU



Congrès des Doctorants PhD conference

Organization tasks :

- Prepare and send conference call for abstracts, receive abstracts and organize program, invite foreign students.
- Invite, select, welcome and guide foreign PhD participants.
- Set conference web site, design conference posters and program booklet. Advertise the conference.
- “Emplois en Géo-Univ-Science” day: Organize full day talks and forums with speakers already working industry and academia (choose and invite participants).
- Logistics : order goodies, organize coffee breaks, organize teams for on site logistics (sessions, coffee breaks...)
- Coordination, between different organizing teams and between TE and PU.
- Set general conference theme (" Scales of Times " in 2019), organize final conference and invite speakers



Congrès des Doctorants PhD conference

In 2019, 6 organizing teams :

- Program
- Communication
- Foreign Students
- “Journée Emploi”
- Logistics
- Coordination

1 person coordinates each team

Background material :

- Organizing reports and documents from previous years
- List of registered PhD students with PhD title and year into diploma

Advice and support from now till the conference in march :

- Robin Lacassin (TE) – Alexis Coleiro (PU)
- the organizing team’s coordinators for 2019

And for budget issues : Responsable administrative de l'École Doctorale STEP'UP + HEKLA



Congrès des Doctorants PhD conference

To do now !

- **Write date March 23-27 - 2020 in your calendar.** Participation is **mandatory** and absence will have to be fully justified.
 - Get and listen feedback by last year's organizers.
 - Think about in **which team** you are interested for organizing next conference
 - Think if you would like to be a team coordinator.
Exciting, you'll learn a lot, meet people, excellent team management experience, good for CV !
But it is hard work, and a sense of the collective is critical.
 - Set **first meeting soon: October 16th morning at IPGP**
- Objective of this meeting: form the teams and define the method and calendar for the organization of the 2020 edition. Start the work !



Congrès des Doctorants PhD conference

In 2019, 6 organizing teams : 1 person coordinates each team

- Program
 - Design and manage web site – Receive, collect, select abstracts*
 - Create meeting schedule – Prepare and edit meeting program (printed booklet)*
- Communication
 - Send announcement and call for abstracts + reminders*
 - Advertising and communication toward people IN and OUT of ED*
 - Make Posters and Flyers, badges*
- Foreign Students
 - Contact foreign labs and researchers to invite students and obtain abstracts*
 - Help program group to select abstract from foreign PhDs*
 - Welcome, organize week, and manage activities*
- “Journée Emploi”
 - Organizing full mid-week day: 1/2 day talks and forums with speakers from industry and academia (chose and invite participants)*
 - + training sessions in the afternoon.*
- Logistics
 - Room reservations - Select and order consumables, and goodies for participants*
 - Organize onsite logistics. Computers, tables, coffee breaks, lunches during meeting...*
- Coordination
 - Supervise other groups - Make sure that teams, planning and deadlines are OK*
 - Prepare and manage budget - Find solutions and backup if problems*
 - Organize final conference (select topic, invite speakers)*



Congrès des Doctorants PhD conference

In 2019, 6 organizing teams : 1 person coordinates each team

Don't forget to create GROUP EMAIL ADRESSES. It will centralize all information and allow better communication between and within teams (a good, clear and efficient communication will for sure help you to avoid a lot of issues).

For example in 2018:

cdd-2018-coordination@googlegroups.com

cdd-2018-logistics@googlegroups.com

...

Plus a generic email like: cdd-ed560-2019@something.something
(could be fine to have a more formal address than gmail...)

Each team should have a REFEREE
that will be the contact person for both coordinators and Ecole Doctorale (ED).



Congrès des Doctorants PhD conference

Timeline, from previous years

- **November** : prepare conference announcements and web page, start thinking about final conference and Journée Emploi (find themes, and start listing potential speakers and companies) -
NEW this year: start thinking about common (full ED) and parallel sessions (oral and poster), common Journée Emploi
- **Mid December** : a second general meeting : each group reports on progress, discuss suggestions for final conf. and for journée emploi, send short report to ED (R. Lacassin, A. Coleiro)
- **Mid December** : send out conference announcement (web, email to ED's PhDs, European PhD programs, European labs and researchers) – deadline for abstract submission should be in late January
- **Early to mid-January** : organize goodies and logistics, continue with final conf and journée emploi, and send email reminders to ED's PhDs about abstract deadline
- **Early February** : team « journée emploi » meets with ED to check program and suggested training sessions
- **Early February** : program and coordination teams meet with ED to discuss sessions (talks and posters) and decide on invitations to foreign students.
- **Early February** : invitations are sent to selected foreign students with guidelines for travel arrangements
- **Early March** : full program is communicated (web, emails to ED labs, master students etc...)
- **Early to mid March** : find chairs for sessions, finalize logistics, send email reminders to ED labs
- **Last week March** : CDD !!!