

AGENDA FOR AUPA'S BOARD MEETING
TIME: 16.00-17.00
LOCATION: Zoom



GUESTS:
ABSENT WITH APOLOGY:

1. Welcome

2. Formalities

- **Election of Chairman**
 - Emma
- **Approval of minutes from the last meeting (available via Dropbox)**
 - Approved

3. Getting ready for the conference

- **What is in place**
 - We have confirmed the keynote
 - We have confirmed everyone from the panel
 - The workshops are in place
- **What do we still need to do?**
 - Updating the program:
 1. Update the online descriptions of the keynote speaker: "Creativity, Learning – and Alienation. Ideals and Realities of the Ph.D.-journey"
 2. Peter made a template from a poster – We used some time to fill it out at the meeting. Now we need to print it and hand out/put up.
 3. We have updated the program, so we have a short introduction (by Kristoffer) before the keynote speaker
 4. Are the workshop rooms too far from each other? Can we get rooms for the work shops that is closer to each other → ask Mario.
 - It could be a great idea to have some gifts that we can give, e.g. to the panel and keynote speaker. We will need to look at the budget to see what there is room for.
 - Which options do we have?
 1. Flowers
 2. Chocolate
 3. Wine
 4. Flowers + gift basket
 - Advertisement. We have all info so we need to advertise!
 1. Serena has posted it on linked-in
 2. Nanna will share it in the PhD-group

3. Share it on PhD Facebook groups, but not many are active, so we need to go for the newsletters as well.
4. Print the posters and hang them up! Emma will look into getting a QR-code for signing up
5. Newsletters from the faculties and Dandrite and maybe JRA