

**Responsibilities of Host
Quarterly Meetings
3:00 – 5:00 p.m.
With optional tour from 2:00 or 2:15 p.m. until 3:00 p.m.**

**Last Thursday of Each Quarter (except December)
Professional Advisory Board
Department of Computer Science
[CS PAB]
Indiana University – Purdue University Fort Wayne
2006**

1. Gracefully accept the warmest “Thank You” from the Department of Computer Science for volunteering to host a PAB meeting • !
2. Provide a map to your location that can be e-mailed to PAB members, as well as be posted on the PAB website. This could certainly be from Map Quest or equivalent. If there are any special parking instructions, please provide specifics for that as well.
3. Provide contact information for the meeting and while in the meeting, so that members might be able to contact the host ahead of time or while en route.
4. Arrange for a conference room to seat about 20-25 people in a U-shaped configuration, so PAB members can see one another, with table space in front of each. This will be used for writing, handouts, folders, nametags, and possibly drinks and goodies, etc.
5. Provide table at front of room for material of presenters.
6. Provide small table at entrance for nametags, handouts, etc.
7. Provide Internet connected PC with overhead projector and screen.
8. Give a short (15-20 minute) overview of your organization during the tour [2:00 p.m.], and provide electronic copy to Dr. Modesitt afterwards, to be included in the minutes.
9. Let Dr. Modesitt know if any security constraints are required, so this can be mentioned in the announcement of the meeting.
10. Check with Dr. Modesitt a few days prior to the meeting to confirm attendees. *Since some of the attendees will be off-site, make arrangements to have working video conferencing connection and teleconference call possible [provide call-in number, ensure it is working 30 minutes prior to meeting, or the capability for the host to call them and bridge such into a conference call.] Tom Gidley at IT&T has volunteered to host the WebEx component from his site – still needs computer and telephone.*
11. Provide a person to take minutes and send draft to Dr. Modesitt a few days after the meeting (modesitk@ipfw.edu). Dr. Modesitt will provide a template from a previous meeting for the draft of the current minutes.
12. If possible, it would be helpful to have some photos taken during the meeting to be posted on the website, as a number of hosts have done. With security issues, it is normally not possible for guests to bring in cameras. These can then be sent to Dr. Modesitt, along with the draft of the minutes.
13. Enjoy yourself!

OPTIONAL

1. Let Dr. Modesitt know at least a month ahead if you would like to have PAB members take a tour of your facilities.
2. Make suggestions for agenda, at least a week or so in advance of the meeting.
3. Provide water, soft drinks, and goodies, with plates, utensils, and napkins.