

Developing a Conference on Human Consciousness IPRO 315

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Stage I

- Searching for prospective speakers.
- Creating the website.
- Writing a Call for Papers.
- Finalizing the location and time of the conference.

Stage II

- Continuing the search for speakers.
- Sending out the Call for Papers.
- Establishing personal contacts.

Stage III

- Selecting speakers from interested parties.
- Delegating a team member to a speaker.

Stage IV

- Maintaining contact with each speaker and confirming their attendance.
- Collecting information from each speaker.
- Creating a preliminary program.
- Advertise.

Stage V

- Publicizing the conference.
- Our website and IIT Today.
- On and off-campus e-mail.
- Flyers.
- TechNews.
- Word of Mouth.

Stage VI

- Finalizing the program.
- Preparing accommodations.

The Conference

- Accommodating the speakers.
- Setting up equipment for speakers.
- Moderating the conference.

Audience Evaluation

- What did you like about the conference?

Diversity and Quality of Speakers.

Important and Thought Provoking Topic.

Informal Discussion and Pizza.

Interactive Presentations.

Audience Evaluation

- What Did You Like Least?

Not Enough Time for Questions

More Empirical Work.

Would like to have seen a
formal Q&A Session.

Recommendations

- Would have liked to see a wrap up panel made up of all the speakers.
- A more effective publicity effort would have attracted more participants to this excellent program.