CAASTRO DAY TEMPLATE

This is a document which forms a rough/informal template of how the Perth “CAASTRO Day” will run. It by no means needs to be followed. Also, someone should come up with a better name than “CAASTRO Day”!

# General Advice

Get in contact with a local person who knows how to organise events (if that’s you, then great). I contacted Wiebke here in Perth and she has been a fantastic help.

# Time

Choose a time in which most speakers and most students will be available. We will do this in second week of 2nd semester at least as a first plan – both for UWA and Curtin (they are offset by a week). This means that everyone is over the “O-week” time and available, but serious study hasn’t started yet. For UWA, we plan to hold it in the Guild common lunch hour – check if your uni has something similar.

# Format

The broad format will be ~1hr of talks and ~30 minutes of refreshments and a chance to chat to researchers. 1hr of talks shouldn’t be too much, given it’s usually the length of a lecture.

Within the 1hr, we will have 4 ~10 minute talks, a 5 minute intro and some time for questions.

# Topics

We will be having each speaker talking about scientific highlights from one CAASTRO theme (plus one talking about outreach). In addition, each talk will emphasise a non-science benefit of CAASTRO: collaborations, financial benefits, family-friendly, gender equality etc. The intro will be briefly about “what is CAASTRO?” and “why study astronomy?”. A final word should include how to join CAASTRO for those who are interested.

In summary, the following topics should be assigned to one or more speakers (asterisked ones are probably less necessary for this audience and purpose):

* What is CAASTRO?
* Why study astronomy?
* Dark highlights
* Evolving highlights
* Dynamic highlights
* Financial support available
* Benefits of enhanced collaboration
* Mentor program
* \*Inter-node movement
* \*Outreach
* \*Flexibility (family friendly etc.)
* \* Gender equity

For mine, I’ve given the top two to the intro, one science theme each to the speakers (plus outreach as a “theme”), and then divvied up the other four between the speakers as well.

# Catering

If there is to be refreshments (as with the WA ones), make sure you contact the admin for the University at which it is being held (preferably CAASTRO-based admin). They’ll know how to organise that type of thing. Make sure you first do this at least a couple of weeks prior to the date (though they said they like to actually order closer to the date).

# Advertising

As soon as a date is set, it is good to get some advertising of the event out. I sent out bulk emails to physics (3rd year, Honours and PhD), but also engineering and philosophy, from whom I received some replies. Remember also the CAASTRO people at your node.

This needs to be done early, and remember to include an RSVP, so you can gauge numbers for catering (I originally forgot to do this…). My initial email was fairly stark, and got **no**responses. A colleague here however put together a nicer email – with some linked info on CAASTRO, and an embedded video of CAASTRO work by a PhD student. I got several responses following this.

Another useful method may be to go to lectures and mention it if you have time.

# Speakers

Try to spread the speakers around different demographics: gender, nationality, research theme, experience. Another consideration for Perth was choosing a representation from both ICRAR nodes. Also obviously go for people who are good at talking to more “popular” audiences. As an example, my first-choice speakers are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Gender | Local? | Theme | Exp. Lvl. | Other |
| Myself | Male | Local | Dark | Student | UWA |
| Wiebke Ebeling | Female | Local | -- | High | Outreach, Has Family, Curtin |
| Danail Obreschkow | Male | International | Dark, Evolving | High | UWA |
| Paul Hancock | Male | Local | Dynamic | Postdoc | Curtin |
| Anna Kapinska | Female | International | Evolving | Postdoc | UWA |

# Overall Template

Given the above, just try to fill out the following (replacing relevant parts), and most of the work should be done.

CAASTRO DAY at UWA on Tuesday 04/08/2015

|  |  |  |  |
| --- | --- | --- | --- |
| Speaker | Theme | Extra Topics | Time |
| Steven | Intro | What is CAASTRO? Why study astro? | 5 min |
| Danail | Dark | Mentor Program, Inter-node collaborations | 10 min |
| Anna | Evolving | Diversity | 10 min |
| Paul | Dynamic | Financial support, Inter-node movement | 10 min |
| Wiebke | Outreach | Science communication, Flexibility (family-friendly etc.) | 10 min |
| Steven | Q&A |  | 10 min |