Organizer Instructions

1. Receive school assignment and contact info for this school/classroom from PyPhD
2. Email the representative at your school:
   a. You need to provide
      i. Introduce yourself as their organizer and you will be their main contact to PyPhD for this semester
      ii. Presenter bios so they can pick who they want to come present
   b. Questions you need to ask:
      i. Which teacher’s classes will be presented to
         • What is their contact info (this contact info will be given to presenter to help them refine their presentation)?
      ii. Grades presenting to
      iii. # of students (is it just one classroom worth or a whole lunchroom full)
      iv. Time (date, session: two 45 min or one 90 min)
      v. What topic/which presenter do you want to cover
      vi. Any info about the school/classroom that would be good for us to know?
         • Demography
         • Special needs
         • Classroom layout/tech
         • Whatever they deem appropriate to disclose that would improve our presentations to their school/classroom
3. Assign the presenter to school/classroom for this specific date
4. Facilitate communication between school/classroom and presenter
5. Send out reminder emails to both presenter and school/classroom as date of presentation gets closer (1 week out is a good idea)

List of Resources for Organizers:

- Contact info for all PyPhD members and collaborator schools/classrooms
- Email template documents
- Collaborator packet (all schools/contacts have this already, but in case they want another copy)
- Access to “What is a Scientist?” grad school presentation template