

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