

SANU Operations manual

SANU work-in-progress meetings in philosophy of biology are run by PhD students and their supervisors from the University of Sydney and the Australian National University. Postdoctoral Fellows and Visiting Fellows from both institutions also attend. S-ANU is intended to provide a supportive environment for mainly postgraduate researchers to receive feedback, to build an intellectual community in Australian philosophy of the life sciences, and to foster new collaborations.

Standard format (For previous programs see: <http://griffithslab.org/events/>)

Day 1

- Arrive afternoon/evening
- People forage for themselves for dinner (either at hotel (best booked in advance), or local restaurants)

Day 2

- Breakfast - people forage for themselves
- Talks
- Lunch - Ye Olde Bicycle Shoppe Cafe
- Talks
- Dinner - Bundanoon Hotel
- Post-dinner snooker/drinks/frivolity

Day 3

- Leave

Checklist for organising a SANU meeting

Early in the year:

1. Appoint organising committee – usually two students, one from each institution.
2. Choose dates – consult with key tenured staff, typically Kim, Paul, Peter, Rachael, Dominic, for maximum availability. Also avoid the weekend of the Bundanoon Highland Gathering Festival (usually first Saturday in April).

Responsibility now passes to organising committee

3. Check hotel (Bundanoon Hotel: <http://www.bundanoonhotel.com.au/>) has rooms available and ask them to book conference room and block out a suitable number of rooms for people to book, usually around 20 people with students 2 per room.
4. Negotiate accommodation subsidy for PGs with senior academic staff (where funds are available), separately for the two institutions.
5. Send out call for papers. This should include:
 - a. Instructions on booking accommodation (standardly, people call up individually and book their own rooms).
 - b. Information about meals. Request those with special requirements send them to you.
 - c. General information about transport (car-pool or train).
6. Organise program.
 - a. Paper formats: short (20m) or long (40m) with Q and A (20mins).
 - b. Priority given for PG students (1st) and academic visitors (2nd).
 - c. Staff usually do not give papers.

About two weeks prior to event

7. Contact hotel.
 - a. Confirm numbers for room bookings and conference room.
 - b. Book tables for second evening dinner in the restaurant. Inform them of any dietary requirements.
 - c. Arrange seating layout, etc, for conference room (we usually have tables and chairs, tea and coffee).
8. Arrange to borrow a data projector from ANU or Sydney.
9. Contact Ye Olde Bicycle Shoppe Cafe and book us in for lunch. Again, inform them of any dietary requirements..

Before leaving for workshop

10. Make sure you have the projector and projector cables!

In Bundanoon

11. Before talks in the morning, go to Ye Olde Bicycle Shoppe Cafe and get a menu so you can take pre-orders for the lunch (do this before the first talk and take them up to the cafe at the morning tea break).
12. Set-up projector in conference room.
13. At end of workshop, make sure you bring the projector and all the cables home!