

EVENT BRIEFING

Prepared for:	Student panelists
Event name:	Campaign Leadership Council Meeting
Date:	Friday, December 7, 2018
Location:	Samberg Conference Center, Sixth Floor (map) Morris & Sophie Chang Building (E52) 50 Memorial Drive Cambridge MA 02142
Arrival time:	2:00 pm <i>Heather will meet you on the sixth floor where you will pick up your name badge at the registration table and be mic'd.</i>
Departure time:	3:30 pm – 4:00 pm, dependent on length of Q&A
Role:	Guests on a scholarship and fellowship student panel
Attire:	Business casual to business
On-site contact:	Heather Charron (401) 744-3542 hcharron@mit.edu

EVENT OBJECTIVE

The Campaign Leadership Council (CLC) will gather for their fall meeting. This is an opportunity for CLC members to hear directly from top undergraduate and graduate students across MIT, in hopes of leaving them inspired and providing them with stories to share how scholarships and fellowships have had an impact on your time at MIT. This program is also designed to inform and assist their campaign efforts. The day's events will underscore the importance of fellowships and scholarships and highlight the themes of research and innovation with a focus on MIT's recent work in Artificial Intelligence and the new MIT Schwarzman College of Computing.

From 2:30-3:30 Ian Waitz, Vice Chancellor for Undergraduate and Graduate Education, will moderate a panel of 4 undergrad and grad students.

There will be approximately 20 event guests, senior leadership, Resource Development staff, and undergraduate and graduate students in attendance.

STUDENTS

Hanna Kherzai, '20 (XIV-2)

Nhat Minh Le, *Graduate Student (IX N)*

Jonathan Sampson, '20 (II)

Kevin Shum, '19 (VI-3)

EVENT TIMELINE

2:00 pm	Arrive at Samberg Conference Center, Sixth Floor
2:05 pm	Retrieve your name badge, store your belongings
2:10 pm	A/V will mic you
2:30 pm	Guests and Senior leadership arrive and are seated
2:31 pm	From inside the room, President Reif welcomes guests and introduces Ian Waitz
2:35 pm	Ian Waitz and students enter the room and are seated
2:36 pm	Panel on Scholarships and Fellowships starts
3:15 pm	Q&A begins
3:25 pm	Last question
3:28 pm	Q&A ends, panelists exit the room
3:30 pm	Students depart

ROOM SET UP

There will be a large U-shaped table facing a panel style row of director's chairs for Ian Waitz and student panelists. Tables with water will be available for the panelists.