**RECOMMENDATIONS:**

**PLAN** Start six months ahead of time-contact faculty and outside guests early.

**TEAMS** Divide and conquer with teams such as different teams responsible for promotion, food, logistics, and sessions.

**ONE DIGITAL HUB FOR ATTENDEE INFO** Try to set up with an online registration system such as Google Docs or LibCal (from Springshare) and generate spreadsheets that can then become nametags, attendee numbers, attendee lunch orders, etc.

**HIRE STUDENT WORKERS** If possible, hire students to help with logistics such as nametags, folders, etc.

**PREVENT CABIN FEVER** Try to have the morning sessions and afternoon sessions in two different rooms to prevent cabin fever.

**HAND OUT PAPER SURVEYS** For a higher rate of return, hand out paper surveys at the end of the conference and collect before participants leave.

**RESOURCES:**

2015 conference guide: libguides.wustl.edu/goodcompany2

2014 conference guide: libguides.wustl.edu/humresearchstudio
MINI-CONFERENCE SESSIONS:

WRITING THE DISSERTATION
Includes faculty members’ suggested best practices for writing the dissertation, and an overview of dissertation support from the Writing Center.

TECHNOLOGY
Tools for collecting and organizing research and writing: Includes Zotero, Mendeley, Evernote, Scrivener, and more.

PUBLISHING AND FUNDING
Learn the ins and outs of publishing from a faculty’s perspective. Includes information on submitting your dissertation to Open Scholarship. Discover grant and funding opportunities.

ADVANCED RESEARCH
Writing a research plan, using alerts to save time, subject databases, and using special collections and archives.

APPS
Discover how you can use your tablet and smartphones for research. Includes BrowZine, an app that takes e-journals to a whole new level!

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