

Grad Cohort Program 2010  
Bellevue Hilton  
April 23-24, 2010

Here is some information that you will need for arranging your travel to the conference. In addition to the necessary logistics, it answers many of the questions students have had in the past.

The Grad Cohort workshop is scheduled to begin at 8:00 a.m. on Friday, April 23rd, and end by 1:30 p.m. on Saturday, April 24<sup>th</sup>. A preliminary schedule is at the bottom of this document. A detailed agenda will be posted on the CRAW Grad Cohort website when it's available from the organizers.

**Registration**

Registration will open at 7:30 a.m. in the Ballroom Foyer and a continental breakfast will be available starting at 8:00 a.m. in the Skyview Ballroom. The first session starts at 9:00 a.m.

**Meeting Location/Conference Hotel**

**CRA staff will be the making your hotel arrangements so do not call the hotel directly.** We will be staying at the following hotel:

Bellevue Hilton  
300 112<sup>th</sup> Avenue SE  
Bellevue, WA 98004  
<http://www.bellevuehilton.com/>

All sessions will be held at the Bellevue Hilton – all sessions will be on Level 1 (with the reception and meals in the Skyview Ballroom on Level 2).

**Travel**

The Grad Cohort Program has received generous support from Microsoft Research, Google and a private foundation which has made it possible to provide travel support for all of the participants (including lodging, meals, airfare, and ground transportation). We will pay the lodging costs directly to the hotel and we will reimburse you for the additional allowable expenses (see below for details). The reimbursement form and CRA Travel Guidelines will be sent to you after you confirm your attendance. Note that you will need receipts in order to get reimbursed.

Our ability to run programs like this is dependent on funding support and it's important that we are good stewards of any money we receive. Make every effort to keep your travel costs modest!

**Lodging**

You will be paired with another student to share a room. (Yes, it's a little weird to room with someone you don't know, but it's worked well in the past and has started some great friendships.) **We will make the hotel arrangements for you through a rooming list.**

CRA-W will pay for the room and taxes but the hotel will ask for a personal credit card at the time of check in to cover any incidental charges (such as movies, internet access, mini-bar items, etc.). Please do not ask the hotel to switch your room assignments. If there is a problem, let Patrick Krason ([pkrason@cra.org](mailto:pkrason@cra.org)) or Carla Romero ([cromero@cra.org](mailto:cromero@cra.org)) know about it. It is important to let us know

what your arrival/departure date is so we can pair you up. Please fill out the confirmation form as soon as possible. You should have received a link with the invitation e-mail.

The hotel goes by standard check in and out times. Check in after 3:00 p.m. and check out by noon. In the event you get there before check in, go to the registration desk and try to check in anyway (often the rooms are available prior to 3:00). If you can't check in, you can always leave your luggage with the concierge or at the bell stand. Complimentary internet access is being provided in your guest room, but there will not be internet access in the sessions as we expect the attendees to give their full attention to our speakers who are volunteering their time.

### **Incidental Expenses**

Please keep in mind that expenses such as room service, phone calls, movies, mini-bar items, and additional internet service are not eligible for reimbursement under CRA's travel guidelines. So, these charges will be put on the credit card you present to the hotel at check in.

### **Airfare and Ground Transportation**

CRA-W will reimburse you for your airfare to and from the workshop. Please try to find an economical fare (under \$500 round trip). To do this, you have to make your arrangements as soon as possible. If you can't find an airfare under \$500 that would get you to and from the workshop at reasonable times, please contact Patrick Krason ([pkrason@cra.org](mailto:pkrason@cra.org)). We expect that you will be arriving on Thursday, April 22nd, and departing on Saturday, April 24th. However, if it is impossible for you to leave on Saturday afternoon and get back to your home institution at a reasonable time, you can stay the extra night and leave on Sunday. If you are adding an extra destination to your trip for some reason, we will only pay the cost of what the flight would cost to/from the workshop for your home institution. So, attach a sample itinerary of what the actual cost would be to/from the workshop.

The Seattle Tacoma International Airport (SeaTac) is approximately 16 miles from conference hotel (about a 25 minute drive).

An economical option for ground transportation to Bellevue Hotel is Shuttle Express - \$19/each way. You can reserve online here:

<http://shuttleexpress.hudsonltd.net/res?USERIDENTRY=CRAWGC&LOGON=GO>

Other options can be found at: <http://www.seattletravel.com/seattle-transit-airport.html>

Here is a map of the baggage claim and ground transportation area:

<http://www.portseattle.org/about/maps/ground.shtml>

### **Meals**

Most of your meals will be provided during the workshop. However, CRA-W will reimburse you for meals eaten while traveling to and from the workshop and any meals not provided during your stay in Bellevue. Please keep in mind that CRA-W will not reimburse you for alcoholic beverages.

### **Dress**

There is not a dress code for the workshop. Usual dress at workshops is business casual (slacks, nice top or if you want a blazer). However, you will want to be comfortable since the days will be fairly long and occasionally the meeting rooms can get too warm or too cold. If you want to "dress up" for the reception event on Friday evening, you are welcome to do so, but it is not required. The weather can be chilly and rainy in Bellevue in April. So you may want to bring a light jacket and umbrella.

Here is a link for the weather forecast: <http://weather.msn.com/local.aspx?wealocations=wc:uswa0395>

**For international students:**

Unfortunately, we cannot pay for travel to/from your consulate or Visa application fees. However, please let Carla Romero ([cromero@cra.org](mailto:cromero@cra.org)) know if you need an invitation letter. Be sure to include your full name, address and phone number in your request.

**Information for Second and Third year grad students:**

Information about the Research Poster session--

The organizers have included a research poster session on Friday afternoon to give second and third year grad students the opportunity to share their current research projects with the group. **\*Only second and third year students are required to present a poster.\***

The poster session will take place from 4:00-6:00 pm. on Friday afternoon. Posters should be no more than 24" x 36". We will provide easels, tape, push pins and foam core boards for your use (no electricity). However, you will be responsible for setting-up and taking down your poster. The poster session will be in Redmond Room and Ballroom Foyer. The easels/room will be available beginning by lunch time.

There are some good guidelines for creating a research poster at <http://www.acm.org/crossroads/xrds3-2/posters.html>

*We look forward to seeing you in April.*

# CRA-W Graduate Student Cohorts; April 23-24, 2010

## Friday, April 23, 2010

Time

	First Year Cohort	2nd Year Cohort	3rd Year Cohort
8:00 AM	Registration Begins (Ballroom Foyer)		
8:00 AM	Breakfast 8:00am-9:00am (Skyview Ballroom)		
9:00 AM	Welcome (Salon ABCD) <i>Lori Clarke (UMass), Lori Pollock (UDel)</i>		
	<u>Salon A&amp;B</u>	<u>Salon C&amp;D</u>	<u>King County</u>
9:30 AM	Master's vs. PhD: Which one to choose? How far to go? <i>Laura Haas (IBM)</i>	Presentation Skills <i>Sandhya Dwarkadas (URochester)</i>	Preparing Your PhD Proposal <i>Ming C. Lin (UNC)</i>
10:30 AM	Break (Foyer)		
11:00 AM	Finding a Research Topic <i>Manuela Veloso (CMU)</i>	Networking <i>Mary Jean Harrold (Georgia Institute of Technology)</i>	Ph.D. Academic Career Paths: Research, Teaching, Administration <i>Sheila Castaneda (Clarke College), Mary Lou Soffa (UVA)</i>
12:00 PM	Lunch - Breakout by Research Area (Skyview Ballroom)		
1:30 PM	Advisors & Mentors <i>Kathy McCoy (UDel)</i>	M.S. Career Opportunities <i>Microsoft and Google speakers</i> Interdisciplinary Research <i>Anne Condon (UBC), Nancy Amato (Texas A&amp;M)</i>	Strategies for Finishing <i>Padma Raghavan (Penn State)</i>
2:45 PM	Being a Woman in Computing Technology (Salons ABCD) <i>Lori Clarke (UMass), Mary Lou Soffa (UVA), Amanda Stent (AT&amp;T)</i>		

4:00  
PM

Poster Session During Extended  
Break

6:30  
PM

Google/Microsoft Reception (Skyview Ballroom)

**Saturday, April 24, 2010**

7:30  
AM

Breakfast 7:30 AM - 8:30 AM  
(Skyview Ballroom)

Salon A&B

Salon C&D

King County

8:30  
AM

**Balancing Graduate School  
and Personal Life**

*Chandra Krintz (UC Santa  
Barbara)*

**Summer Internships**

*Dilma DaSilva (IBM Research Watson)*

**Ph.D.: Job Search**

*Nancy Amato (Texas A&M),  
Anne Condon (UBC), Amanda Stent  
(AT&T)*

9:30  
AM

**Finding Financial Support**

*Tiffani Williams (Texas A&M)*

**Publishing Your Research**

*Holly Rushmeier (Yale)*

**Ph.D. Non-Academic Career Paths:  
Industrial Research &  
Development**

*Gilda Garreton (SUN),  
Laura Hass (IBM Research Almaden)*

**M.S. Job Search + Resume Writing  
Clinic**  
*Racquel Romano (Google),  
Jane Prey (Microsoft)*

10:30  
AM

**Break (Foyer)**

11:00  
AM

**Building Self Confidence (Salon ABCD)**

*Janie Irwin (Penn State)*

12:00  
PM

**Wrap up (Salon ABCD)**

*Lori Clarke (UMass), Lori Pollock (UDel)*

12:30  
PM

**Lunch - Breakout by Cohort (Skyview Ballroom)**

