

## JCATI 2024 Student Symposium Logistics

### Key Deadlines

- Tell Beth your travel method (fly or drive): Wednesday, January 31.
- Plane reservation deadline: Monday, 2/19
- Last day to request a hotel room: Monday, 3/18
- Pitch slide to Beth: Monday, 4/8

### Symposium date and location

- Tuesday, April 16 at the DoubleTree by Hilton Spokane City Center, 322 N. Spokane Falls Ct. The event is in the Ballroom (Salons IV and V).
- The symposium is currently 9 AM-4 PM. Breakfast and lunch are provided.
- Event is in person only, no virtual option. This is a relaxed meeting meant to help various parts of the WA aerospace industry connect. I expect ~100-ish attendees.
- Business casual dress.

### Travel and Hotel

- JCATI pays for student symposium travel and room at the DoubleTree. Any other costs are covered by your PIs JCATI budget.
  - **UW Student Travel:**
    - You can fly or drive to the symposium. I prefer you fly, as my budget directly pays for your ticket so no reimbursement paperwork is needed. I'll connect you with my travel agent to book. If you drive, you are responsible for filling out and submitting the reimbursement form.
    - \*\*Tell me if you want to fly or drive by **Wednesday, 1/31**.
  - **WSU Student Travel:**
    - Pullman projects: you'll drive up from Pullman. Come up the night before-I have plenty of hotel rooms available. Let me know by **Monday, 3/18** if you want a hotel room.
    - Vancouver project: I'll connect you to my travel agent for your flights from PDX.
  - **WWU Student Travel:** I'll work with your PI to figure out travel.
- **Student Hotel:** JCATI pays for your hotel room rate and tax so no reimbursement is needed. You are responsible for any other charges. I'll submit your name on a hotel rooming list, so you just show up, give your name and get your key. Last day to request a room: **Monday, 3/18**.

### Poster:

- Poster size is 36"x24". This is small but they need to fit on the poster boards I have. The poster template is attached. You can also bring supplemental handouts if that's helpful. Easels, poster boards and clips are provided. Look for your lab's name on the easels.
- Posters should be up by 8:30 AM

### Student Pitch Slide:

- Pitch slide due to me by **Monday, April 8**. The pitch slide template is attached. No animation or embedded graphics/videos. One student from the project has two minutes to describe the project to the audience (yes, you will be timed). These pitches help attendees understand the breadth of JCATI projects and drive poster traffic. Keep your pitch high level-any details are for the poster session.

### Pitch Order

Wang  
Perez-Arancibia  
Livne  
Zhao  
Arola  
Peyron  
Li  
Salviato  
Song  
Leung  
Kim

### Symposium Registration and Agenda

We're using Whova again for symposium registration, website and networking. The website will be live soon so you can see the agenda.

Note: everyone on this email is already registered with Whova. If you try to register again, Whova will say the event is full. \*\*\*If you can't attend, tell me so I can cancel your registration.

Access your profile using the information below:

- This is your link to the symposium website: [https://whova.com/portal/webapp/jcati\\_202404/](https://whova.com/portal/webapp/jcati_202404/). The agenda is also posted on the [JCATI website](#).
- If you haven't used Whova before, you must create an account with a password. For help use the [Whova App User Guide](#)
- The invitation code is "**6y681eo1f4**"
- Whova works best using Chrome

Questions? Contact Beth Hacker ([bhacker@uw.edu](mailto:bhacker@uw.edu)), JCATI Program Manager.