

**UNIVERSITY OF CAMBRIDGE  
COMPUTER LABORATORY**

**Chairman: Ms J M Samols**

**Secretary: Ms J M Samols**

Minutes of the twenty-ninth meeting of the Outreach Committee held at 14:00 on Monday 26<sup>th</sup> January 2015 in the Computer Laboratory, William Gates Building, JJ Thomson Avenue.

Present        Dr RK Harle  
                  Dr M Jamnik  
                  Mrs D Pounds  
                  Mrs M Sammons  
                  Ms J M Samols  
                  Mr R-G Urma

Apologies     Dr B Roman

**1. Athena SWAN**

Mateja Jamnik informed the Committee that the Computer Laboratory was applying for the Athena SWAN bronze award. She explained that Athena SWAN is a national scheme that recognises commitment to advancing women's careers in STEMM in higher education and research. Mateja Jamnik noted that, while women@CL was at the forefront of the Lab's efforts to address gender inequalities, the Department needed to do more to publicise its outreach activities. Mateja Jamnik and Rob Harle stated that outreach activities were undertaken by both students and staff but that many went unrecognized, as there was no mechanism for recording and publicising them.

It was agreed that there should be an outreach activities page on the website to publicise all such activities. Jan Samols agreed to contact the Department on a monthly basis to ask for details of all outreach undertaken. She would then post these on the site. She also suggested that there be a group outreach email address to which details could be sent. Mateja Jamnik confirmed that she would first speak to Andy Hopper before Jan Samols requested a web page and email address.

**2. Oxbridge Conferences**

Rob Harle noted that a speaker had yet to be found for the two day conference in Surrey.

### **3. Summer school**

Rob Harle confirmed that the summer school was planned for the beginning of July. It was suggested that it take place after the Open Days.

Rob Harle stated that the customised materials would be produced by Raoul Urma and Andrius Aucinas.

It was noted that publicity for the event should be delayed until sponsorship had been secured. Both Rob Harle and Jan Samols confirmed that they were seeking £9k of sponsorship: March 1<sup>st</sup> was deemed the deadline.

### **4. Open Days**

Dinah Pounds distributed the revised A4 tri-fold brochure. The Committee agreed that it should be printed in-house.

### **5. Date of next meeting**

To be confirmed.