

Helpful Info for D3 Organizers

The Process:

- A minimum of two faculty members from two *different* departments teaching complimentary courses should collaborate to design an event around a single topic, film, guest lecturer, etc.
- Group submits proposal to D3 Committee. Usually takes about 2 weeks for a decision to be reached.
- Proposals approved by the Committee will be sent to the Dean's Office for final approval. This usually takes less than a week.
- The Dean's Office will inform you of their decision and will request any other information needed for producing marketing materials.

General Format:

- 40-45 minute presentation, film, etc.
- Dinner
- Students from different classes/disciplines sit at tables with one faculty facilitator to discuss aspects of presentation.

More specifics:

1. D3s take place on Wednesdays of the odd weeks of the term from 5-7pm.
2. Dates cannot be reserved prior to proposal approval by the Committee.
3. D3s are meant to enrich course curricula but they are **not mandatory**. Professors involved in organizing the event can invite their classes and other professors who find the event interesting are welcome to suggest it to their classes, however, D3s should not take the place of a class or be scheduled in any way to replace a class. These are solely voluntary events.
4. D3s provide an informal, interdisciplinary environment in which students can discuss chosen topics openly. To allow all in attendance the opportunity to speak, events are **limited to 50 participants**.
5. While we appreciate our faculty and staff, the D3 is an event for **students only**. There should be 6-7 faculty members total, so that one may be present at each table to help facilitate the discussion. This total should *include* those organizing the event and any guest speakers.
6. The main goal of these events is provide students with the opportunity to *discuss*. The lecture, panel discussion, film screening, etc., should last about 45mins, leaving the rest of the time for

dinner and discussion. If you're planning to show a long film, please be sure to use excerpts only. Events should not exceed 2/2.5 hrs.

7. The Dean's Office is responsible for the following:
 1. Reserving and paying for the room. Rooms are reserved prior to the start of the academic year. Most events take place in the University Club on the 6th floor of MacAlister Hall.
 2. Ordering and paying for food. This is also done far in advance for all events.
 3. Promoting the event in the following ways:
 - a. Drexel Digest announcements
 - b. College-wide emails
 - c. Posters
8. If your event requires AV materials, you will need to contact Instructional Media Services (IMS) in MacAlister Hall, Room 4007: 215-895-2925 or ims@drexel.edu.
9. Honorariums: As part of the approval process, the Dean's Office will evaluate any honorariums requested for events featuring outside speakers. While there is no set limit for the honorariums, they generally do not exceed \$500.
10. The Dean's office can provide photography for D3 events upon request. If you would like the event videotaped, you will need to organize that yourself. Please keep in mind that permission forms will need to be signed if you plan on taping students.
11. Events are open to all UNDERGRADS. However, if a grad or online student asks to attend, they should not be turned away.
12. A D3 can be repeated at another time only if it's done from a different perspective with different speakers.
13. RSVPs: The Dean's Office does not manage RSVPs. This is the responsibility of those organizing the event.