Key Highlights from SIG Leaders Orientation, 2015

3 ways to email the student body:
1. SIG listserv – unlimited access
2. Up to 3 emails / semester to Indy listserv (MD2b-in-l@iupui.edu), monitored by MSC Executive VP
3. To email statewide or target a specific class year/campus, send your email to mscexec@iupui.edu. If approved, it will be forwarded to the requested parties via Announcements (please note if urgent).

Remember, you can also communicate via Student Orgs Cal.
- All SIG events are required to be on the Student Orgs Calendar. SIG leaders should sync the calendar to their device, know how to post events, and use it to consider scheduling conflicts when planning events.
- Funding requests will not be considered if event is not on calendar!
- To SYNC with device:
  1. Own a google account.
  2. https://goo.gl/Ad7ytF (case sensitive!), click at bottom right
- To POST an event:
  1. google.com/calendar
  2. Log out of your personal google account
  3. Login: iusmcal@gmail.com / post to msc cal
  4. Create Event
  5. CLICK “EDIT EVENT” TO ADD LOCATION!
  6. Include: speaker, description, food availability, polycom instructions, direct link to your mediasite folder if it will be recorded, and contact info where students can submit questions in advance

Funding
- Apply first for the Student Organization Grant (SOG) (at least 30 days out)
- Submit MSC funding request at least 2 weeks before event

Collaboration Meetings
- Medical Specialty SIGs – 2x/semester; Led by VP of Membership
- Dean-Appointed Committees – 1x/semester; Led by Executive VP

Important Contacts
- Medical Student Council (MSC) – mscexec@iupui.edu
  - VP of Membership: Matt Segar, msegar@iupui.edu
  - Treasurer: Chris Hyppolite, mscfund@iupui.edu
  - Secretary: Rachel Frantz, rmfrantz@iupui.edu
- Medical Student Education (MSE)
  - Beth Chaisson, echaisso@iupui.edu, MS 122G
  - Lisa Christy, christyl@iu.edu, MS 166
- Building Coordinator/Room Reservations: Don Burgess, medrooms@iupui.edu, MS 118
- Technology (Polycom and Mediasite): Sean Moser, smoser@iupui.edu, MS B10
- IUPUI Office of Student Involvement: 317-274-3931 or Matt McKay, mwmckay@iupui.edu

See the full Orientation PowerPoint: https://www.indiana.edu/~msc/sig-listing/student-leadership-resources/
View the recording on Mediasite ➔ SIGs ➔ MSC Orientation