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**MEMORANDUM**

**TO:** Graduate Coordinators  
**FROM:** Graduate Student Advisory Council and The Graduate School  
**DATE:** February 13, 2008  
**SUBJECT:** 2008 Graduate Student Exposition Week and Distinguished Graduate Student Awards Ceremony and Reception

The Graduate Student Advisory Council and The Graduate School will once again be sponsoring Graduate Student Exposition Week and the Distinguished Graduate Student Awards Ceremony. EXPO week is scheduled for April 14 through April 18, 2008, with the Awards Ceremony scheduled for Thursday, April 17, 2008, in the Grand Ballroom. The social will begin at 3:30 and the program will start at 4:30. The EXPO gives graduate students an opportunity to highlight research, develop poster displays, and participate in other scholarly projects. Many students can use the EXPO to prepare for future participation in regional or national conferences in their field. Several registration forms are enclosed for students to submit their proposed project. Please use a separate registration form for each presentation; feel free to make more copies – we hope to have a large number of students participating. Registration can also be submitted on-line and I will forward the link when available.

The Awards Ceremony and Reception will be held to honor each department's Distinguished Graduate Student. Please select a Distinguished Graduate Student from your program and submit the name to me on the enclosed nomination form, or if you prefer, you can e-mail me at [rsranes@eiu.edu](mailto:rsranes@eiu.edu). The criteria for selecting a distinguished graduate student should be set by your department. We would like you or another graduate faculty member from your department to present your Distinguished Graduate Student with a plaque to honor his/her accomplishments at the Awards Ceremony. We will be sending invitations to award recipients, administrators, department chairs, graduate program coordinators, and graduate faculty. We will post flyers in all graduate departments so that all graduate students know they are welcome to attend the Awards Ceremony and Reception.

We must have your EXPO Registration forms by **March 21, 2008** and your Distinguished Graduate Student nomination form no later than **March 17, 2008**, in order to allow enough time for printing of the brochures and completion of plaques. Thank you for your continued support.