



*Danielle L. Karr
Coordinator
Women in Computer Science
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Brown University
Box 1910
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Ms. Renée J. Miller
Professor
Department of Computer Science
University of Toronto
Toronto, Ontario M5S 2E4

Dear Ms. Miller:

The Women in Computer Science (WiCS) group at Brown University and I would be absolutely thrilled to host a CRA-W recruiting event through the Distinguished Lecture Series. For several years, the coordinators and members have attempted to both bridge the gap between undergraduate and graduate women, and create a women-oriented program regarding graduate school life and its application process. Unfortunately, we have not been successful on either count. We feel that the CRA-W program would be an invaluable learning experience for our coordinators, who plan to replicate the program in future years, as well as for our members. Following is the information requested in the application.

Scheduling

Classes at Brown start on Tuesday, September 7, 2004, and the fall semester ends on Sunday, December 5, 2004. We would like to avoid the week of October 4 through the week of October 18, 2004 as the WiCS group is hopefully attending the Grace Hopper Celebration and hosting a Google event during at that time. We would prefer to schedule this for the month of September so as to allow students time to incorporate their new knowledge into graduate school applications. However, holding the colloquium after October 24, 2004 would be fine, also.

The typical times for colloquia at Brown vary greatly. Given that your typical program consists of a lunch, lecture, and then a dinner and panel, I would suggest having the lunch at noon, the dinner and panel starting at 5 or 6 p.m., and the lecture conveniently in between.

Publicity

We have a number of means of advertising events. First, the Women in Science and Engineering (WiSE) group on campus has its own mailing list, in addition to the Women in Computer Science (WiCS) mailing list. We also have department-wide newsgroups, and course newsgroups available. The Brown Computer Science Department hosts a department undergraduate group with its own mailing list. We use posters within the department building, announcements on the department webpage and the WiCS webpage, as well. Finally, Brown supports a university-wide events calendar that takes submissions from student groups.

As mentioned previously, Brown hosts the Women in Science and Engineering (WiSE) group. They provide support and some funding for our Computer Science affinity group. Events are planned and advertised through both WiSE and its affinity groups.

Two other universities are located in the Providence area: Providence College and the University of Rhode Island. While we do not currently have official ties with either, both have computer science departments. We would certainly extend invitations to the women in those schools.

Contact Information

We plan to have two local hosts: Amy Greenwald, our WiCS advisor, and Anna Lysyanskaya, the professor who introduced us to your program. The department's colloquia chair is Professor Thomas Doepfner. The student liaison and coordinator is Danielle Karr. Addresses are as follows:

Amy Greenwald	Anna Lysyanskaya	Thomas Doepfner	Danielle Karr
Professor/WiCS Advisor	Professor	Professor/Colloquia Chair	WiCS Coordinator
Computer Science Dept.	Computer Science Dept.	Computer Science Dept.	Computer Science Dept.
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Other Information

The closest airport to Brown University is T.F. Green Airport (PVD). It is located approximately 14 miles/30 minutes from Brown. The next closest airport in Boston's Logan Airport (BOS), roughly 52 miles/1 hour from Brown. There are a number of hotels in the immediate area, including the Inn at Brown, two Marriott hotels, a Weston, and a Holiday Inn.

The Brown Computer Science department offers seven distinct concentrations to undergraduates: A.B. and Sc.B. degrees in Computer Science and Computer Science-Economics, and Sc.B. degrees in Applied Mathematics-Computer Science, Computation Biology, and Mathematics-Computer Science.

As of June 28, 2004, the Brown Computer Science department officially included 120 undergraduate and ninety-seven graduate students. Women compose eighteen percent of each group. The department also includes thirty-six faculty members, including adjunct, joint, and visiting members, fourteen percent of which are women.

If any additional information is necessary, we would be happy to supply it at any time. Thank you very much for your consideration of our application, and we look forward to hearing from you!

Sincerely,

Danielle L. Karr