**Resources for BGS-Affiliated Student Organizations**

[Biomedical Graduate Student Association (BGSA)](https://www.med.upenn.edu/bgsa/) is the official coordinating student body in BGS. All BGS students are automatically members of BGSA. BGSA represents BGS student interests to Penn’s [Graduate Student and Professional Student Assembly (GAPSA)](https://www.gapsa.upenn.edu/) and receives a budget from the Provost’s Office through GAPSA.

Several [additional graduate student organizations](https://www.med.upenn.edu/bgs/student-organizations.html) have been established by and for BGS students, while others include grad students from other schools at Penn and/or postdocs or postbacc students. Some primarily support students with affinity interests; some focus on careers or skills development; and others exist primarily for peer-support, community outreach, or hobbies. There are also student organizations established within individual graduate groups, such as [GLIA](https://www.upennglia.com/), [IgA](https://hosting.med.upenn.edu/iga/), and [Pharm4GOOD](https://twitter.com/pharm4good).

**This document outlines policies, resources, and contacts for graduate student organizations associated with BGS.** Note that affinity groups (EEJust, SACNAS, LTBGS, PGWISE, PennINSPIRE) may wish to obtain assistance from staff in the [IDEAL Research office](https://www.med.upenn.edu/idealresearch/our-team.html) as well. A listing of the student organizations and their leaders in the 2022-2023 academic year can be found at the bottom of this document.

**Funding** – Student organizations may receive funding from a variety of sources, including BGSA, BGS, a graduate group, or an associated institute or department. Often, student organizations will co-sponsor events. Student groups seeking funding should start by reviewing the [BGSA Funding Overview](https://www.med.upenn.edu/bgsa/getfunding.html) and consulting with the BGSA Finance Chair with questions. *Contact Regina Medlock,* *medlock@pennmedicine.upenn.edu**, for help with processing payments.*

**Publicity** – Events and initiatives can be promoted through the following mechanisms in BGS:

* Weekly email BGS bulletin
* Other postings to the student email lists
* PSOM digital signage
* [BGS Slack](https://join.slack.com/t/upennbgs/shared_invite/zt-1boe6wkyr-nCU5UMZIMh~f~HGA2Gkhjg)
* [BGS twitter](https://twitter.com/pennbgs)
* [BGS calendar](https://events.med.upenn.edu/bgs/all)
* BGS career [blog](https://bgscareerdevelopment.com/blog/)/[twitter](https://twitter.com/BGS_Career)

*Contact Candace Cain,* *candace.cain@pennmedicine.upenn.edu* *with bulletin items or other help with publicity.*

**Registration** – All student organizations are required to (re)register at the start of the academic year with the Office of Student Affairs. Registration identifies the organization as active and permits them access to University resources with the ability to reserve space, use of electronic resources, use of the Penn name, access to potential funding sources, and permission to advertise themselves as a student-run organization at the University of Pennsylvania. [Here](https://osa.universitylife.upenn.edu/pennclubs/) is the website to register.

**Events** – Graduate students are required to comply with the [University’s rules for student events](https://home.vpul.upenn.edu/event-registration/), including event registrations and Penn’s [alcohol policy](https://catalog.upenn.edu/pennbook/alcohol-drug-policy/) for events with alcohol. Only [Penn-approved caterers](https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/caterers.html) may be used. Events must also comply with the University’s [Public Health Guidance](https://coronavirus.upenn.edu/content/public-health-guidance).

**PSOM Room Scheduling in EMS** – Most room bookings in the PSOM are handled through the EMS system of Space Planning and Operations (SPO). This must be done through a staff member with a budget code. Note that events requiring AV support or housekeeping (when there’s food), will have costs. Events that take place in the evening will incur additional overtime costs for security, AV, and housekeeping. Events must be scheduled at least 48 hours in advance, and any changes must be made at least 24 hrs in advance. *For help with scheduling in EMS, contact Candace Cain,* *candace.cain@pennmedicine.upenn.edu**, or Colleen Dunn,* *dunncoll@pennmedicine.upenn.edu**.*

**CRB Breakroom (ground floor CRB) --** This room is normally open to the public and cannot be reserved through EMS. However, BGS student organizations are free to use it for events, and there is no charge to use it. It has a tile floor and is a good space for craft activities. Facilities has provided a "Private Event" sign and an easel, which are stored in the BGS storage space (see below). The easel and sign can be placed at the entrance of the CRB Breakroom as needed.

**Other PSOM Spaces** – A few spaces in the PSOM are not managed through EMS/SP0 and are instead managed by a department or institute; some graduate groups have access (e.g., NGG can hold events in the Barchi Library). Check with your coordinator about booking any such “offline” space.

**Biotech Commons/Library Space** – Students may directly book [group study rooms](https://libcal.library.upenn.edu/reserve/Biotech-Commons) and a [collaborative classroom](https://libcal.library.upenn.edu/reserve/btc-classrooms/collaborative) in Biotech Commons at no cost. Other library-managed space on campus may also be booked [online](https://libcal.library.upenn.edu/).

**Graduate Student Center** - GSC has [study and meeting rooms](https://gsc.upenn.edu/about/our-space/room-reservations) that students may book.

**University Space & Events Management** – University spaces may be viewed and booked [here](https://spaceandevents.vpul.upenn.edu/venues/). A University budget code is required to reserve these spaces. Note that these spaces include newly renovated spaces in the [**Arts, Research, and Culture House (ARCH),**](https://spaceandevents.universitylife.upenn.edu/arch/) which provides a home for Penn’s [cultural resource centers](https://penntoday.upenn.edu/news/reopening-arch-building-cultural-centers) and offers a variety of meetings spaces that student groups may book.

**Kaskey Park/Biopond** – This space is **no longer available for reservation**. All tables are available on a first-come first-serve basis.

**Storage Space** – BGS student groups may store items in a closet in 252 BRB. The key for the closet can be checked out from the BGS office. You will need to schedule trips to the closet during [times when the room is not in use](https://upennmed.emscloudservice.com/web/BrowseForSpace.aspx). *Contact* *Candace Cain,* *candace.cain@pennmedicine.upenn.edu**, or Colleen Dunn,* *dunncoll@pennmedicine.upenn.edu* *to find out when 252 is accessible and to check out the key.*

**Websites** – BGS student groups are free to develop and maintain their own websites. Alternatively, BGS staff can help with this. Groups that wish to manage their own sites are encouraged to a) make sure that access is shared so that the site can be continuously updated, as editors get busy with other activities or graduate and b) ensure the description of the group does not imply that some groups of BGS students would be excluded from membership. *Contact Candace Cain,* *candace.cain@pennmedicine.upenn.edu* *for website support.*

**Merchandise and Penn Branding** – Students groups must comply with [Penn’s manufacturing and branding requirements](https://www.business-services.upenn.edu/services/penn-branded-merchandise-licensing/information-university-departments-and-student-groups), including the use of Penn-approved vendors.

**Meetings with Administrators** – BGS periodically schedules meetings with student group leaders, including a summer meeting to a) welcome new leaders and b) prepare for the groups’ participation in new student orientation activities. Other topics have included career development initiatives that span several groups, DEI issues, pandemic-related initiatives, and ways to provide more support for the student body (e.g., financial benefits and wellness support). BGS partners closely with IDEAL Research and other offices in supporting student groups. Student group leaders are encouraged to reach out to Kelly Jordan-Sciutto, Judy Jackson, Donita Brady, Steve DiNardo, or anyone else in the BGS or IDEAL Research administration about issues to address. We look forward to hearing your ideas!

**Student Group Contact Info (Updated 8/28/23)**

[**BGSA**](https://www.med.upenn.edu/bgsa/)**:**

**Chair** – Priyanka Chatterjee, prichat@pennmedicine.upenn.edu

[**EE Just**](http://www.upenneejust.com/)**:**

**President** – Kyndall Nicholas, kyndall@penmedicine.upenn.edu

[**LTBGS+**](https://mihart3.wixsite.com/ltbgs-at-upenn)**:**

**Chair** – Mara Davis, Mara.Davis@Pennmedicine.upenn.edu

**Social Media/Communications Chair** – Taylor Miller-Ensminger, Taylor.Miller-Ensminger@Pennmedicine.upenn.edu

**Internal Events** - Nicholas Cerda nicholas.cerda@pennmedicine.upenn.edu

**External Events** – Thomas Zhang, Thomas.Zhang@pennmedicine.upenn.edu

[**SACNAS**](https://www.med.upenn.edu/sacnas/)**:**

**Co-Chairs** – Montse Arreguin, arreguin@pennmedicine.upenn.edu and William Molina, wmolin@pennmedicine.upenn.edu

[**Penn INSPIRE**](https://www.med.upenn.edu/pennINSPIRE/)**:**

**Co-Directors** – Jose Campos, camposj@pennmedicine.upenn.edu, & Vanessa Sanchez, vssnchez@pennmedicine.upenn.edu

[**PGWISE**](https://pgwise-upenn.mailchimpsites.com/who-we-are)**:**

**Chair** – Vipasha Soni, vipasha@seas.upenn.edu

[**PSPDG**](https://pennsciencepolicy.squarespace.com/)**:**

**President Emerita** – Erin Reagan, ereagan@pennmedicine.upenn.edu, **Co-Presidents** – Katie Mossburg, kjmoss@seas.upenn.edu & Lindsey Fernandez, lifer@seas.upenn.edu, **Treasurer** - Hersh Sanghvi, hsanghvi@seas.upenn.edu

[**PGCC**](https://www.penngradconsulting.com/)**:**

**Co-Presidents** – Daniel Kim, kimdanny@pennmedicine.upenn.edu & Youge Pu, ygpu@sas.upenn.edu

[**Nucleate Philadelphia**](https://nucleate.xyz/locations/philadelphia-pa/)**:**

Ryan O’Connell -ryanoc7@pennmedicine.upenn.edu & Christine Jiang -yanqingj@pennmedicine.upenn.edu

[**PBG**](https://pennbiotechgroup.org/)**:**

**Co-President** – Gabrielle Blizard, gblizard@pennmedicine.upenn.edu

[**TAA**](https://www.med.upenn.edu/idealresearch/taa.html)**:**

**Graduate Student Leaders** – Jillian Eisenhauer, eisej@pennmedicine.upenn.edu & Robin Wilder, Robin.Wilder@pennmedicine.upenn.edu