



## Program Information

A new opportunity has been created for Young Professionals in your company to learn and socialize in only an hour and at no cost to them – the AIChE Lunch & Learn.

An AIChE Lunch & Learn serves multiple purposes:

- FREE to your company
- Ongoing education for Young Professionals in your company without extra hours in the office
- Topic selection from the full library of ChemE on Demand to customize the session to the meet the needs of your company/attendees
- Strengthened relationship between Young Professional chemical engineers and AIChE
- Sponsored pizza and soda

To plan a Lunch & Learn, approach your manager to discuss what topics of continuing education would be most useful for your fellow Chem E's and your company. Most topics already have a webinar on ChemE on Demand – you simply have to explore the offerings to find which would work best for your company. The full library is available at [www.aiche.org/ChemEonDemand](http://www.aiche.org/ChemEonDemand) and topics range from:

- An Introduction to Methods of Process Safety Hazard Assessment
- Communicate with Power, Tone up Your Skills
- Success and Prospects in Thermodynamics
- And many, many more

Choose a date, reserve a conference room with a computer, projector, screen and phone if participants will be calling to join. Schedule the meeting and invite your fellow Young Professionals and determine how much pizza you will need. AIChE will cover a budget of up to \$250 for each Lunch & Learn.

**Finally, don't forget to contact Lowell Aplebaum in the national AIChE office at [lowea@aiiche.org](mailto:lowea@aiiche.org) for details on food reimbursement and webinar access.**

*Note: Some companies like to preview the webinar and come up with either discussion points or materials for after the viewing as a way to conclude the Lunch & Learn.*

## Day of Program

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### Instructions

1. Send a reminder for the session
2. Order the food
3. Arrive early to session room to ensure all A/V equipment is functioning
4. Display AIChE logo on the screen
5. Circulate sign-in sheet (provided by AIChE)
6. Once everyone has taken their food, please use the following introduction:
  - a. "Thank you for coming to (your company) Young Professional Lunch & Learn sponsored by the American Institute of Chemical Engineers. In an effort to provide with you with lifelong learning, today's online materials come from AIChE's ChemE on Demand. Webinars on a wide variety of technical and soft skills are available online, with AIChE members getting priority access. AIChE members are entitled to six free webinars each year and unlimited archived webinars. Enjoy the lunch, and the session."
7. Play the webinar
8. Optional: Use the discussion points your company prepared before the Lunch & Learn
9. Play the AIChE prepared video
10. Ask them to fill out brief evaluation and collect
11. Announce the next Lunch & Learn or AIChE Young Professional event that is planned

### Wrap-up

1. Please fill out the Lunch & Learn Host Evaluation form
2. Collect:
  - a. Lunch receipt(s)
  - b. Sign-in Sheet
  - c. Lunch & Learn Host Evaluation Form
  - d. Attendee Evaluation Forms
3. Mail all forms to:
  - a. Lowell Aplebaum  
c/o June Lee  
AIChE  
3 Park Ave, 19th Floor  
New York, NY 10016
4. Look at your company calendar to see when you can schedule your next Lunch & Learn

American Institute of Chemical Engineers, 3 Park Avenue, 19th Floor, New York, NY 10016-5991 USA

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