Minutes of CSS program committee meeting 1
2:00 pm - 3:30 pm, EDT, Sept. 29, 2021
Presided by Tao Han

Attendees: Tao Han, Joel Butler, Sekhar Chivukula, Glennys Farrar, Sergei Nagaitsev, Ketevi Assamagan, Phil Barbeau, Nathaniel Craig, Ben Nachman, Meenakshi Narain, John Orrell, Alexey Petrov, Stephen Gourlay (for Vladimir Shiltsev), Elizabeth Worcester, Garvita Agarwal, Jacob Zettlemoyer; Gordon Watts, Shih-Chieh Hsu

Missing members: Prisca Cushman, Young-Kee Kim, Yury Kolomensky, Sergei Nagaitsev, Vladimir Shiltsev, Tim Tait, Nico Yunes

Agenda :
1. Self-introduction for CSS PC members
2. Local co-chair Gordon Watts presentation on CSS blueprint. Slides on indico page https://indico.cern.ch/event/1081663/timetable/#20210929.detailed
3. Joel Butler presentation on funding proposals to DOE/NSF. Slides also on indico page above.
4. Announcement for **tentative future PC meetings:** Wednesday at 2:00pm ET Oct. 27, Nov. 24 (Thanksgiving holiday?), Dec. 22 (Christmas holiday?)
5. Gordon/Shih-Chieh will set up a **SLACK channel** for CSS PC

Discussions, Q&A:
- Virtual/remote/hybrid settings: only for plenary and large frontier meetings. Small breakouts up to your own zoom settings.
- AV options for certain breakout rooms
- Watch out other meetings and community at the CSS time (LHC?)
- Dorms: family friendly?
- Timezones: priority for the US participants
- **CSS setting summary:** (Gordon/Shih-Chieh)
  - Beginning (day 1): Full day Plenary
  - Mid-days (day 2-8 - so 7 days): Parallels in morning (many rooms available), and small number of larger meetings in afternoon (panel sessions, colloquia, etc.)
  - Closing (1.5 days): Full day and a half of plenary
  - This is based on the 2013 model for the summer study

Appendix: pre-meeting emails
1. From Preisca Cushman on general:
My comment on the format of 2013.
The plenary - parallel - plenary worked very well in general.

In tweaking, consider a further idea: Frontiers as a whole (bigger parallels) should generate smaller parallels. This means each Frontier should have a large meeting room and a set of smaller ones assigned to them, so they can split in real time and come back to the bigger rooms to report.
One thing that always helps is to have all parallels close physically to allow moving between them.

Further, we should be careful not to stovepipe the cross cutting but instead define some of the larger parallels to be combined sessions like underground facilities + neutrino + dark matter + instrumentation, etc. By defining the topics ahead of time, we make it much easier for people to find the right session to be in and not get pulled in multiple directions.

We will develop this via the frontiers as we go on, but for determining the size and location of rooms consider a nested room size model to accommodate this model

Thanks, Prisca

2. From John Orrell for UF:
- what would you need in the plenary sessions?
--- UF likely needs one ~45-minute plenary on the "first day" and again at "the end".
--- In 2013 Tim Tait on day one: "Putting It All Together: Information from Colliders, Space, and Underground"
--- --- This could work for UF on day one. That is, a non-UF convener laying out the science need for UF.
--- However, UF needs a presentation by a UF Convener "at the end" since we are writing a strategic plan.
- how many parallel sessions and thus rooms your frontier may need?
--- UF likely needs (six + one) ~60-minute parallel sessions on days 2-8.
--- --- That is, one for each UF Topical Group and then one to 'bring them all together'
--- In 2013 this appears to have been done in a 4-hour colloquia format.
--- --- I suggest, we want working parallel sessions, which could be done as two 3-hour blocks + a summary & review a few days later.
- to what extent we should prepare virtual component, namely the hybrid setting?
--- I expect all of the CSS will still need to plan for hybrid meeting style.