

UEC Gov Relation

- Training materials/agenda -> **David/Manolis + ???**
- Next meeting: Our help with UEC Gov Relation/
Washington Trip :)
- Idea: Video-recording experienced speakers
 - Bresse, Herman White, Don Lincoln -> **David
Martinez + ???**

EPO in the Users Meeting

- We need to help in the organization of the poster session -> **Mike & FSPA (EPO Overseeing the organization)**
- Improve this from the last User meeting:
 - Find jurors for the poster session -> Detailed explanation of their roles
 - Diversity
 - Non-scientists
 - Make a format of evaluation for the posters and provide to the jurors
 - Print the poster certificates
 - Contact Fermilab -> Formats to be delivered to the winners to be filled out
 - They will receive a check in their mailing address

EPO in the Users Meeting

- We need to arrange the science and communication training session (1h 30 min) -> **David Martinez** + ???
- Contact Andre Salles & Lauren Biron
 - Possible to try more than one session?
- Process: **David Martinez** + ???
 - Make a google form
 - Maximum participation to 30 people
 - Look for the possibility to have a accept a bigger audience (40-50 people) -> Need to ask to Andre

Outreach and Education: Volunteers

- Generate a template email (including a 5 min survey + information about different outreach/ education activities at the lab) and share with: **All EPO (Lead by David and Manolis)**
 - Spokespersons -> **David + Manolis + ???**
 - Contact 'Young' DUNE/MicroboONE/g-2/DES/CMS/NOvA/Mu2e associations?
 - FSPA could play a nice role here :) -> **??? Can we have one/two volunteers from FSPA?**
 - Contact Fermilab Office of Education and Public Outreach
 - Point of contact from EPO with Fermilab Office of Education and Public Outreach (Liaison -> Deputy EPO) -> **Manolis**
 - Meet and greet in January
 - Take advantage here to familiarize people with Fermilab open house :) -> **All EPO**
 - Can we try to get one calendar with the different activities planned by Fermilab during the next year? **David + Manolis + ???**