

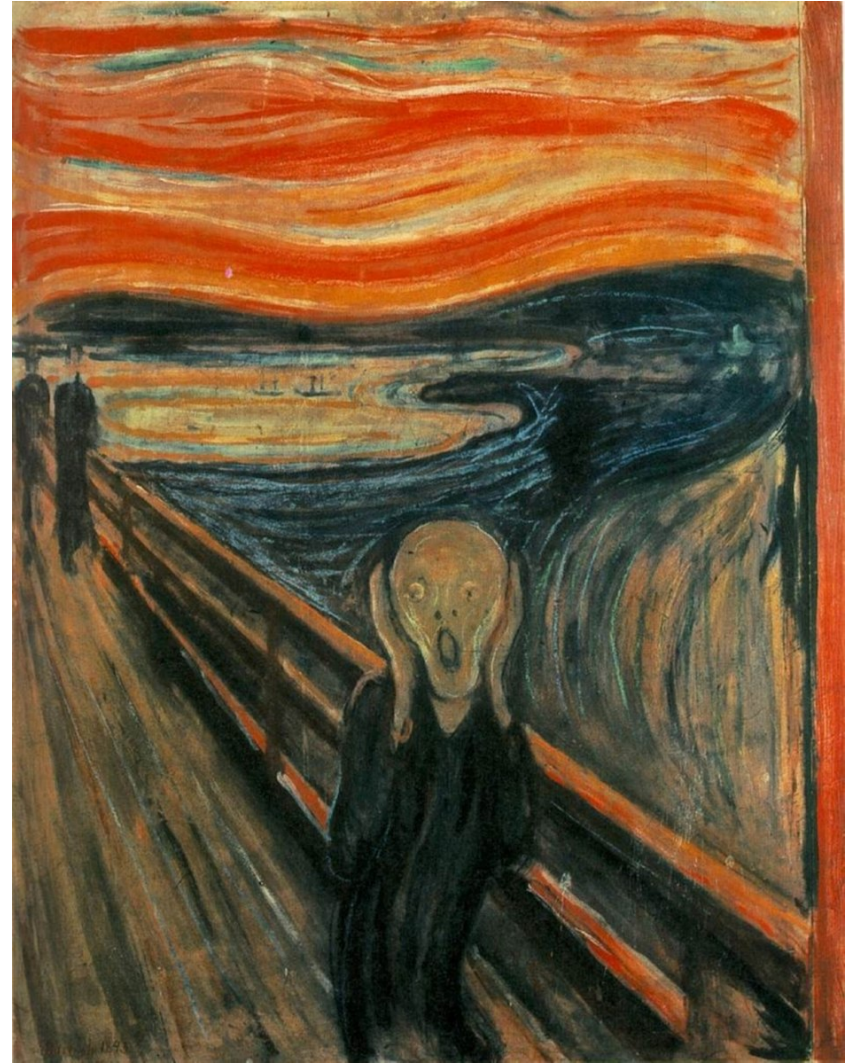


UEC Users Meeting Subcommittee

Cindy Joe

January 17, 2020

**Reminder: the
Users Meeting is
June 3-4, 2020**



Action Items

#1 Priority: Submit a list of keynote speakers to the Fermilab Directorate

- Will submit our shortlist this afternoon after the UEC meeting

#2 Priority: URA VSP grant application (Due Date: **Feb 24**)

- I filed the application last year and have all the materials. Reddy, Ashley, and Luke have volunteered to do the application this year (Thanks so much!). We're going to figure out a time next week to pass on the info.

#3 Priority: decide on a theme and start fleshing out our program agenda accordingly

- More nebulous and includes decisions about what we want to see/emphasize in this year's UM

Needs Follow Up

- ➔ **Kate Gregory:** with the Fermilab Conference Office occupied with planning for Neutrino 2020, Kate+Tim+Griselda's office agreed to try to get us a team of lab admins with event experience to help us
 - Also, we need to get the **Conference Office** to agree to give us a list/as much guidance as possible on what needs to be done
 - I+Reddy+Ashley plan to reach out to Kate + C.O. by the beginning of next week

- ➔ **Dave Dykstra:** once we decide whether our keynote lecture will be open to the public, if we do want that we should work with Dave and the Auditorium Committee to organize and publicize that event
 - Longer ago, had public lecture; more recently, open to lab community but not public
 - We should also decide this today

Meet and Greet: this afternoon

Communications Office is letting us borrow four easels with paper pads and markers to solicit feedback

(could probably get 5 if FSPA wants their own!)

- We plan to post last year's UM poster to start people talking
- Could propose specific ideas (“what about a public speaking workshop?”) and see how they fly
- If any non-user employees show up, we should ask how we can make them feel included

Let's decide on a speaker

See Slack for Keynote Speaker Google Drive link

What makes a good Keynote Speaker Candidate:

1. They are a good, engaging speaker
2. They and their talk would be of interest to our target audience
 - The User and employee community and potentially the local public
3. They are realistically likely to be able to accept our invitation
 - Having a personal or scientific connection really helps
 - So does sending out the invitation as much in advance as possible, and via official channels (the Directorate)

We on the UEC represent the User community, and it is our responsibility to act with that as our first priority.