



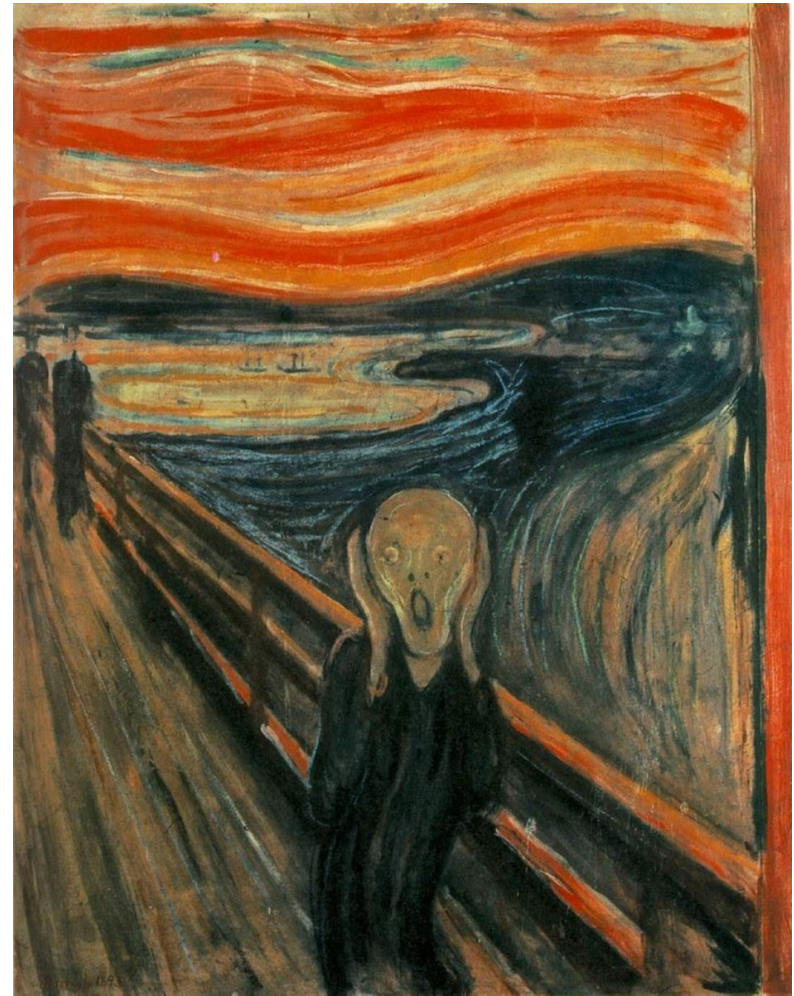
# UEC Users Meeting Subcommittee

Cindy Joe

February 21, 2020

# Countdown to the Users Meeting: June 3-4, 2020

- This talk:
  - Updates
  - Meet & Greet Feedback
    - Celebrate the 50<sup>th</sup> anniversary of the Booster at the Users Meeting
  - Action items
    - Theme
    - Agenda
    - Poster
    - Task List



# Updates since last meeting

- **Keynote Speaker:** shortlist submitted to the Directorate on January 21<sup>st</sup>. Hema is going to get update from Joe and Nigel.
- **Fermilab Conference Office:** I talked to Joy & Melody a few weeks ago. They gave me a task list, supplied us with some of their email wording and forms, and took on some shorter tasks they would normally do, such as room reservations and initializing the conference Indico page.
  - Also gave us some feedback and suggestions related to last year's meeting and said that with the forms and task list supplied that many of the tasks should be fairly straightforward, but they were available to help answer questions.
  - Very appreciated, thanks!

# Updates since last meeting

- **UM planning administrative support:** Kate and Hema followed through with getting us a team of admins, we had our first meeting this week.
  - Anna Campbell, Connie Hillgard, Etta Johnson, and Monica Vallejo are helping us. Lots of thanks to them!
  - Also in attendance to our 'kickoff' organization were Joy Pomillo and Melody Saperston from the Conference Office, Griselda Lopez from the Users Office, and Hema Ramamoorthi from the Director's Office. (Plus me, Reddy, Ashley, and Sapta.)
  - Planning to integrate them into our regular subcommittee meetings.
  - Joy and Melody's suggestion to "just duplicate last year" is good

# The task lists for reference

## Task List

Updated 1/23/202

Category	Task	Due By	Assigned To
Agenda	Create agenda	8 -12 months	UAM
Approval	Directorate approval of budget and Festa Italia and FSPA	8 -12 months	Conference Office
Approval	Submit Facilities Request Form	2 - 4 weeks	Conference Office
Catering	Research preliminary catering order / menu selection/budgets	8 -12 months	Conference Office
Catering	Advise Taher of alcohol request for onsite events on each day of meeting	1 - 3 month	Conference Office
Catering	Submit final catering counts / menu selection for AM/PM breaks	1-3 month	Conference Office
Catering	Finalize lunch menu and catering count for events - if any	1 week/day before	Conference Office
Catering	Fill out and submit a Event Order to Taher	2 week before	Conference Office
Database	Create Database: registration, participants	8 - 12 months	Conference Office
Database	Keep record of registrants, vendors, Date of registration	Daily	Conference Office
Financial	Ask Directorate for financial support Direction - Any supplemental money outside or registration? FRA request	8 -12 months	Conference Office
Financial	Create, revise and finalize budget	Ongoing	Conference Office
Financial	Submit Check requests	Ongoing	Conference Office
Financial	Create post-meeting closeout budget of actual costs	Within 2 months	Conference Office
Logistics	Create name tags	1-3 month	Conference Office
Logistics	Print name tags	1 week	Creative Services
Logistics	Users Office Sets up booths	8-12 months	Users Office
Logistics	Stuff name tags	1 week	Conference Office
Meeting Space	Research event venues/obtain quotes	8 -12 months	Conference Office
Meeting Space	Reserve meeting room/s -- Do we need more break out rooms?	8 -12 months	Conference Office
Meeting Space	Assign extra labor support for meeting dates	8 -12 months	Conference Office
Meeting Space	Order janitorial/Clorixa via Event Order	4 weeks	Conference Office
Meeting Space	Order A/V for meeting rooms and breakout spaces if needed	4 weeks	Creative Servies
Meeting Space	Coordinate IT support/VMS for meeting rooms and breakout spaces	4 weeks	Conference Office
Registration	Setup/Staff registration area	Event	Conference Office
Registration	Bring extra name tags and list to print	Event	Conference Office
Registration	Manage registration back-end	Ongoing	Conference Office
Registration	Field registration inquires	Ongoing	Conference Office
Registration	Process Registration Payments	Ongoing	Conference Office
Registration	Assign task codes to each registration	Ongoing	Conference Office
Registration	Submit task codes to accounting each week	Ongoing	Conference Office
Registration	Manage task codes for registration for internal participants	Ongoing	Conference Office
Registration	Process credits	Ongoing	Conference Office
Security	Notify Security - Submit Site Entry information and Attendee List	4 weeks	Conference Office
Travel	Compose/send invite letters for any attendees that need them for visa purposes	Ongoing	Conference Office/AccessCor

# The task lists for reference

## THINGS TO DO FOR THE Fermilab Users Annual Meeting

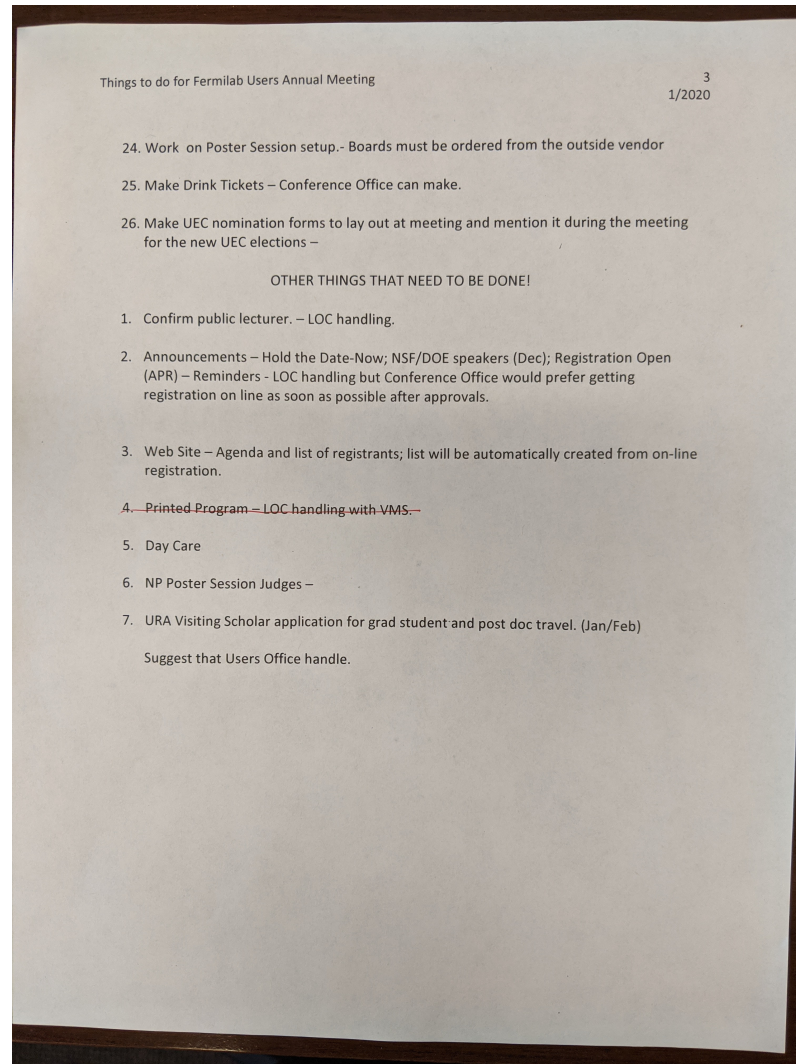
1. Find a **date** for the meeting. Ask for input from the directorate. Check on the time schedule of bog conferences on physics, and the CERN council meetings.
2. Make arrangements for the **public lecture**, this is the one thing that takes away time. Persons on site who can help outside the UEC are Arts&Lecture Series folks (Dave Dykstra). They approve the selected speaker and can give suggestions (invite them to the planning meeting). Check if the directorate has suggestions, another person one could as is Pushba who is on some APS panel.
3. *Reserve Meeting Space –*
4. *Conference Approval Request – Funding request to Directorate*
5. *Once Approval received, set up on-line registration database. - As soon as we have all approvals, the Conference Office will set up the on-line registration in your cloned Indico Site. The Conference Office staff will manage access to the site. The list of registrants is automatically posted based on the on-line registration database.*
6. Prepare **Poster** and distribute – The LOC should work on the design, content, etc. of the poster, but the Conference Office should look at the final version before the poster is printed. Usually we send out a poster approximately 6 months before an event. I know that confirmation of the public lecturer is required for the poster. Once printed, the Conference Office will see that the poster is mailed to your appropriate mailing list. Posters **MUST** be reviewed by Katheryn Duerr; Fermilab.
7. Keep running record of budget report for Directorate – The Conference Office will keep such a running record of the budget.
8. Email, Fax and send out invitation letters by to Congress, DOE, NSF, etc. – This is to be done by the LOC and the Users Office or the Directors Office.
9. Let Taher know about date and prepare food

Things to do for Fermilab Users Annual Meeting

2  
1/2020

10. Prepare Travel Vouchers and get approvals for UEC and Tollestrup winner's only. – The Users Office is responsible for preparing all travel vouchers and getting approvals for same. Since some of the costs will be covered by the FRA funds being provided for the Annual Meeting, the Conference Office should receive copies of all documents.
11. Need list of presenters with their phone numbers – This is the responsibility of the UAM LOC and the Users Office.
12. Prepare the poster session. FSPA will find judges and prize/awards.
13. Get list of PhD recipients for program – This is the responsibility of the UAM LOC and the Users Office.
14. Arrangements Memo to all regarding breaks, liquor, setup, etc. – Conference Office will prepare at appropriate time – approximately two weeks before event. Conference Office will be in contact with the caterer, Southern Food Service, VMS, Security, etc. on all arrangements for UAM and New Perspectives.
15. Memo to VMS regarding streaming video, etc.- Conference Office will do.
16. Two-three weeks before meeting, have article in Fermilab Today. LOC and the Users Office be responsible for preparing this publication and seeing that it is published in Fermilab Today.
17. Day of meeting, have article in Fermilab Today about the Alvin Tollestrup Award winner. Conference Office prefers that LOC take responsibility for seeing that article appears in Fermi News on the day of the meeting.
18. Also, week of meeting, see that hours of registration for the meeting are posted in the Calendar in Fermilab Today – Users Office will see that this information is posted in the Calendar in Fermi Today.
19. Optional: Organize VIP Dinner at Chez Leon or high rise, attendance list, invites, etc. – The Directorate will provide info on who they want invited.
20. Memo to Bill Flaherty and Chuck Morrison regarding VIP parking spaces –make arrangements with Security for VIP parking.
21. Prepare final version of agenda and make into program –LOC and VMS to get this done. **If you do a booklet, this has to start way ahead in time.**
22. Be sure there is water and cups at podium on stage –
23. Reserve, retrieve, and pass out 25 or more tickets for the Public Lecture to UEC –

# The task lists for reference



# Updates since last meeting

- **URA Travel Grant application:** Reddy, Ashley, and Luke (and me and Sapta) have been working on this.
  - Asking for \$12,000 total (in the form of an extension to unused \$5,000 from last year + \$7,000 additional) to support travel costs for ~10-13 scholars
  - We have successfully received this award 8 times before, every year we have applied since 2011 (every year except 2013)
  - Updated grant report from 2019 included
  - Support letter from Joe Lykken hopefully coming today (have been communicating with Lisa Vega)
  - Further updates from the application team?



# Users Meeting!

JUNE 2020 3<sup>rd</sup>-4<sup>th</sup>

Subcommittee

What would you like to see as the THEME this year?

examples: "work-life balance" the next decade

environmental impact / carbon footprint of the lab?

The 'Art' of Physics / Science

Celebration: 50 years of the Booster Acceleration (Banc Braun, talk to Christina Bunt)

## THE LAB DIRECTOR NEEDS TO PARTICIPATE

suggestions for speakers, classes, events?

- public speaking 101
- how to write a talk/poster
- how about late august
- more posters? - Peter
- Proceedings?
- How to run a meeting.
- Effective outreach
- Grant/proposal writing (maybe limited scope)
- smaller group activities
  - limit N per exp. in a group.
  - discuss non-work problems & EDI, management
- EDI work shops
- Flexibility on registration

## Feedback from the 1/17/20 UEC & FSPA Meet & Greet

### 52<sup>nd</sup> Fermilab Users Meeting

June 12-13, 2019 Fermilab

Your Community, Your Science  
It's about everyone that makes it happen

Highlighting recent physics results, early career scientists' posters, communication in science and celebrating the whole Fermilab community and the Main Injector 20<sup>th</sup> anniversary  
Keynote Speaker: Dr. Lisa Sussler, "Quantum Information Science"  
Thursday 9-11am  
<https://uc.fnal.gov/52nd-annual-fermilab-users-meeting/>

# Feedback from the 1/17/20 UEC & FSPA Meet & Greet

- **“What would you like to see as the theme this year?”**  
**Examples:**
  - work-life balance
  - the next decade”
  - environmental impact/carbon footprint of the lab?
  - The ‘Art’ of Physics/Science
- **Other suggestions:**
  - The lab directorate needs to participate
- **Verbal suggestion to Cindy:**
  - Celebration: 50 years of the Booster Accelerator (Bruce Brown, talk to Chandra Bhat)

# Feedback from the 1/17/20 UEC & FSPA Meet & Greet

- “suggestions for speakers, classes, events?:
  - public speaking 101
  - how to write a talk” / poster
  - how about late August - Peter
  - more posters?
  - Proceedings?
  - How to run a meetingg.
  - Effective Outreach
  - Grant/proposal writing (maybe limited scope)
  - Smaller group activities
  - limit N per exp. in a group
  - discuss non ‘work’ problems x EDI, management...
  - (unintelligible)
  - EDI workshops
  - Flexibility on registration

# 50<sup>th</sup> anniversary of the Booster accelerator

- Discussion with Chandra Bhat, Fermilab senior scientist and accelerator physicist
- In May 1971, Booster achieved goal of 8 GeV beam. Booster department plans a one-day “Golden Jubilee Symposium” with speakers later this year.
- However, there are certainly some Booster-related milestones that happened in 1970 which we can choose (installation, etc.). I suggested treating whatever ceremony we incorporated into the Users Meeting as a “kickoff” to a yearlong celebration of the Booster, and Chandra is all in favor of this idea. Just as long as we don’t in some way diminish the excitement around their planned symposium, they are very happy to help us. I think there is plenty of room for incorporating this community milestone into our Users Meeting to further build excitement in a way that benefits all.

# Action Items

- Short-term:
  - Send out a “save the date”—talked to Gavin and Leo about how this was done last year, they remember an email to collaborations but could also do an all-user email, will seek out email text from last year
  - Get the travel grant in, deadline Monday Feb 24
- Major items:
  - **Choose the theme**
  - **Plan the agenda**
  - **Design the poster**

# Choosing a theme

What makes a good theme:

1. A topic that encompasses the interests and priorities of our audience: the whole Fermilab User and employee community.
2. Helps us structure our thinking around agenda and event planning. Communicates our priorities to others and to ourselves.
3. Sounds good, looks good, easy to remember and plan around.

# Things to consider:

- This is 2020—a new decade!
- The last few years we've focused our themes on a topic other than the science directly (while trying to balance and keep the program primarily science-focused, of course). I personally think this is a good way to go because IMO the science doesn't need the extra help for people to keep it in mind, but other topics do.
- Last year's focus on the people was very well received. Would like to continue push toward inclusivity.
- A few topics that have come up more frequently lately from outside solicited feedback:
  - Mental health and work-life balance
  - Sustainability and environmental responsibility/stewardship

# Some Theme ideas previously mentioned

**Science in the Broader World**

**Science across Boundaries, or Bridges across Boundaries?**

**Welcoming the World**

**Pioneers in Science**

**Something playing on the 2020 theme—A New Decade,  
Looking forward to the next decade, etc.**

More thoughts here:

[https://docs.google.com/document/d/1ptTPcMNVYmi46GGumr\\_z50KWSCucKEUtxx40n4O6rPw/edit#](https://docs.google.com/document/d/1ptTPcMNVYmi46GGumr_z50KWSCucKEUtxx40n4O6rPw/edit#)

**Please send theme ideas! I would like to have a theme finalized in the next few weeks.**





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[liveslides.com/download](https://liveslides.com/download)

**Start the presentation.**

# Plan the Agenda

- UM-2019 program:
- <https://docs.google.com/spreadsheets/d/1fQY4jiugbU8FSsoLsWkuE47kBy1TdYWDKgbZE0pgsxk/edit#gid=720371125>



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# Users Meeting Posters

## 52<sup>nd</sup> Fermilab Users Meeting

June 12-13, 2019 Fermilab

*Your Community, Your Science  
It's about everyone that makes it happen*

Highlighting recent physics results, early career scientists' posters, communication in science and celebrating the whole Fermilab community and the Main Injector 20<sup>th</sup> anniversary.  
**Keynote Speaker: Dr. Joe Lykken, "Quantum Information Science"**  
 Thursday @ 5 pm

<https://uec.fnal.gov/52nd-annual-fermilab-users-meeting/>



## 51<sup>st</sup> Fermilab Users Meeting

June 20-21, 2018

**Keynote Speaker**  
 Professor James Gates Jr.,  
 Stony Brook University  
 June 21  
 10:00 AM - 11:00 AM

Highlighting recent results in neutrino, collider, astroparticle, muon, accelerator and computational physics and featuring the early career scientists' posters session and communication in science.

Information and registration  
[https://orgs.fnal.gov/fermilab\\_users\\_org/users\\_mtg/2018](https://orgs.fnal.gov/fermilab_users_org/users_mtg/2018)

## 49<sup>th</sup> Fermilab Users Meeting

June 15-16, 2016  
 Ramsey Auditorium, Fermilab

*This meeting is the opportunity for Fermilab Users and Employees to discuss the newest physics results from the laboratory's experimental and theory programs, exciting new future initiatives at the lab, and thoughtful presentations from leaders of the scientific policy community.*

Information and registration  
[http://orgs.fnal.gov/fermilab\\_users\\_org/users\\_mtg/2016/](http://orgs.fnal.gov/fermilab_users_org/users_mtg/2016/)

Young Scientists Poster Session  
 in Parallel with Banquet for All Users  
 Atrium - June 16 @ 6 pm  
 Ramsey Auditorium - June 16 @ 8 pm  
**Vendor Exhibition**  
 for the duration of the event

## 42<sup>nd</sup> Fermilab Users Meeting

June 3-4, 2009  
 Ramsey Auditorium, Fermilab

*Showcasing recent experimental results in collider, astroparticle, and neutrino physics. Featuring selected talks and posters from outstanding young physicists.*

Special presentations discussing future direction of the laboratory and funding outlook.

Outreach poster session, panel discussion, and colloquium June 5th.

Registration and agenda at:  
[http://www.fnal.gov/orgs/fermilab\\_users\\_org/](http://www.fnal.gov/orgs/fermilab_users_org/)

# Task List (lots to do)

- Gradually More Ordered General Task List (based on UM 2019 experience):
- <https://docs.google.com/document/d/1nJsH5ayBy-bodPSV-UsSytIBxmRmEJbENVFNzG5uydM/edit#>



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