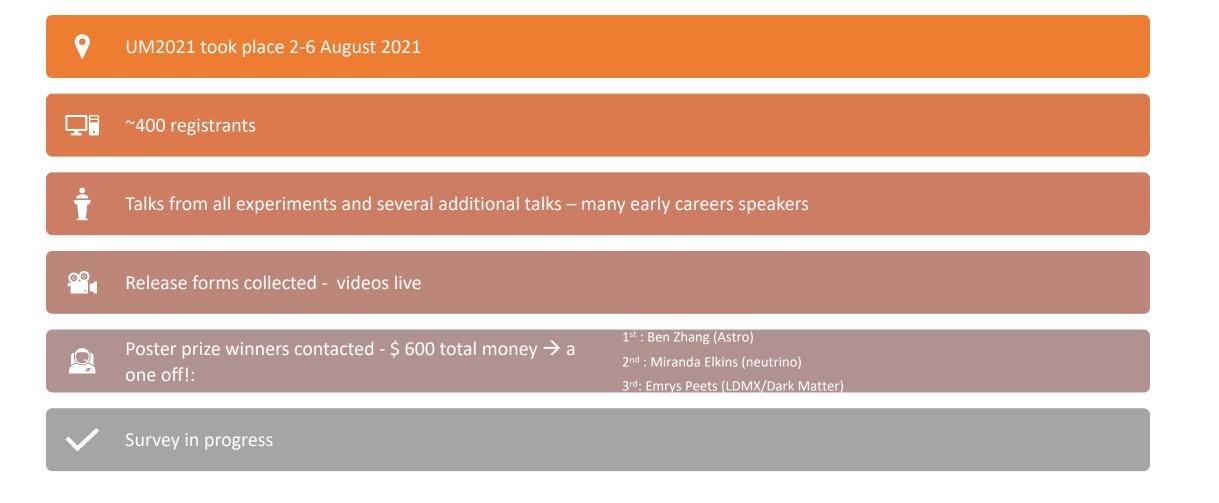


UEC Meeting: Users Meeting Subcommittee Report

By Sophie Middleton

17th Sept 2021

UM2021: Summary



• • • • • • • • • • • •

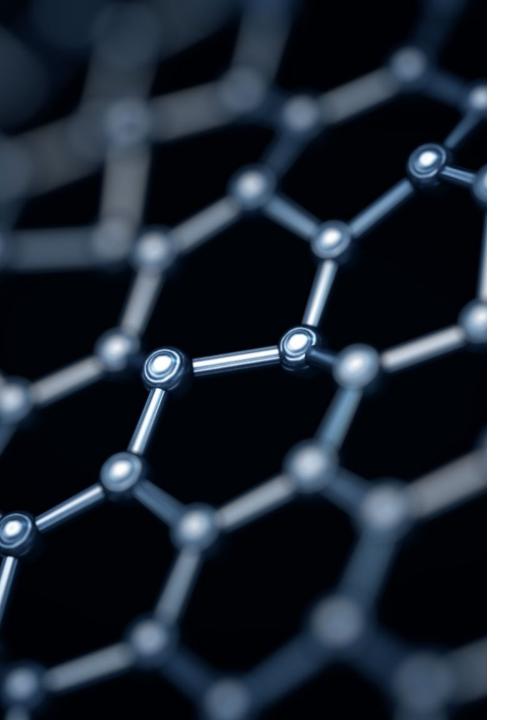
UM2021: Publicity

- Particles article from Ashley (thanks for this) now live:
 - <u>https://news.fnal.gov/fermilab-at-work/from-lab-leadership/</u>
- I am writing a Fermilab news article summarizing the meeting
- Lesson for next year: We should have a news article before the meeting to further advertise the meeting

• • • • • • • • • • • •

Towards UM2022

- It is now time to begin planning for next years meeting
- A few things I noted from informal feedback:
 - People would prefer a move back to a June time slot
 - An in-person component next year would be welcome
- We should aim to start planning early with this in mind!



Milestone Plan for UM2022

Oct. 2021

Kick-off sub-committee meeting with all parties invited

Roundtable theme and keynote speakers

Dec. 2021

Assign deputy to URA forms and start proposal (usually due by Feb)

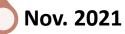
Decide dates – inform FNAL

Finalize keynote choices and theme

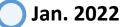
Second meeting should allow some convergence on names and themes

FNAL would like names by January

Make list of dates



Milestone Plan for UM2022



Finalize the URA proposal Contact FNAL about keynotes suggestions

Mar.–Apr. 2022

Things will start to be busy here if we plan in-person June meeting

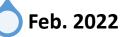
Book rooms (conference office)

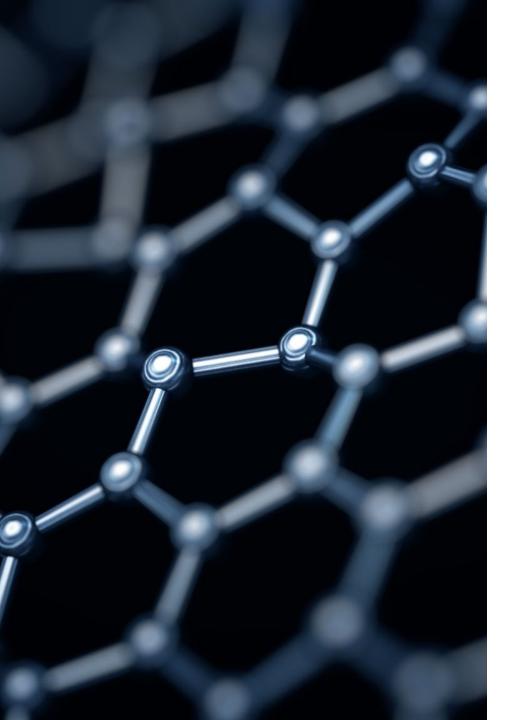
• Finalize Timetable

•Setup Indico site (communicate with FNAL)

Submit URA proposal;

EDI talk/SciCom/LRGs - begin to discuss with FNAL team for names





Milestone Plan for UM2022

O April – May 2022

Reach out to spokespeople for speaker nominees (give them at least a month)

Reach out to public for poster nominees (if virtual we need to think about platform)

Open registration (if in person people will need to make travel arrangements)

Publicity – FNAL news, Users Mailing Lists, Posters – communicate with communications office

Festa Italia (amount of work depends if virtual)

This will depend on nature of meeting....

June 2022

Summary

- UM2021 was a great success thank you Reddy and Ashley for making it so!
- I am happy to inherit the chair role and am looking forward to an equally successful UM2022
- In order to keep on track for a (hopefully) in person June meeting we will begin meetings next month.
- If you want to assist the planning please reach-out or come to the first meeting when advertised