



UEC Meeting: Users Meeting Sub- committee Report

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Dates

In June:

- Proposed dates:
 - 5 days: 13-17th June
 - Save the date emails sent to all experiments to avoid Collaboration Meetings clashing
 - Contacted FNAL Conference office to begin tasks needed including Budget and Room Bookings

Keynote

- Farah Fahim and Jonathan Jarvis both accepted invitation
- Yang yang Cheng confirmed as EDI speaker

General Organization

- We are aiming for a hybrid conference. We will hope to have of order 100 people on site, the auditorium is booked...we shall of course also have zoom connectivity for remote participation.
- Joy Pomillo sent budget, we've submitted Event, awaiting Approval
- Once we have that we can finalize the budget and set up indico
- Contacted Diana Brandonisio for publicity
- Contacted Jean Rising to help organize poster session
- Booked Atrium for Community Fair (Jeanne organizing, FNAL only vendors)
- Indico page setup, will become public once event fully approved

Agenda

Draft agenda: <https://docs.google.com/spreadsheets/d/1JRCYB0XRNpm2kGcM5HT6mUg5ohqWSmkVYtA8mpsBpl8/edit?usp=sharing>

All Speakers Committees contacted, some names already

Themes

We want to make the meeting a celebration of:

- Diversity and inclusion
- International collaboration
- Sustainability - both in science (diversity/inclusion/work-life balance) and in material terms (reducing use of plastic bottles, disposable cups etc.)
- Celebrating Fermilab's new Quantum Institute and the progress in the FNAL experiments both those taking data and those being constructed

Favor a future focused theme: "Focus on the Future" – celebrating the new era of AI and next generation experiments which will come online in the next decade. We want to highlight the achievements of Early Career scientists and also welcome everyone back to the lab.

Special Talks/Sessions

Here's what to expect:

- EDI speaker – A EDI keynote talk will take place, we are still organizing the details
- Science Communication – Expect to hold a workshop
- LRG discussion panel – expect panels session, community fair in-person and break out session Q&A
- Community Fair – expect in-person fair and possible zoom panel session
- Visa Office Q&A – expect a talk from expert
- Poster session – ACT-SO participants to contribute, expect this to be over zoom, but presenters welcome to come in person and we could display posters publicly if they wish
- Festa Italia – usual festivities being prepared
- Virtual tours (or in person tours)

Summary

- Things will pick up speed in the coming weeks.
Next to-dos:
 - Indico page (this is ready when budget is)
 - All hands announcement and poster session call for abstracts
 - Select posters and contact speakers
 - Ensure Audio/Visual equipment is located correctly and tested for Zoom connectivity
 - Liaise with FNAL to make the meeting a success