UEC Meeting: Users Meeting Sub-committee Report

Sophie Middleton and Biswaranjan Behera

May 2022

Dates

In June:

- Proposed dates:
  - 4 days: 13-16th June
  - Followed by New Perspectives
  - 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
  - Checked with A/V Allan Johnson about Zoom connectivity – all is good!

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.

Keynote

All key notes confirmed

- Farah Fahim and Jonathan Jarvis both accepted invitation

- Yangyang Cheng confirmed as EDI speaker. She will need to be given a visitors pass as she wishes to present on-site

General Organization

- Indico page functional: https://indico.fnal.gov/event/53944/

- Email announcements sent to all hands and users

- Call for abstracts and registration closes 23rd May to allow badging time to process.

- We are aiming for a hybrid conference. We will hope to have of order 100 people on site, the <u>auditorium is booked</u>…we shall of course also have zoom connectivity for remote participation.

- Joy Pomillo sent budget, I've submitted Event, awaiting Approval

- Once we have that we can finalize the budget and set up indico

- Contacted Diana Brandonisio for publicity – ready!

- Contacted Jean Rising to help organize poster session

- Booked Atrium for Community Fair (Jeanne organizing, FNAL only vendors)

Agenda

Draft agenda:
https://docs.google.com/spreadsheets/d/1JRCYB0XRNpm2kGcM5HT6mUg5ohqWSmkVYtA8mpsBpI8/edit?usp=sharing
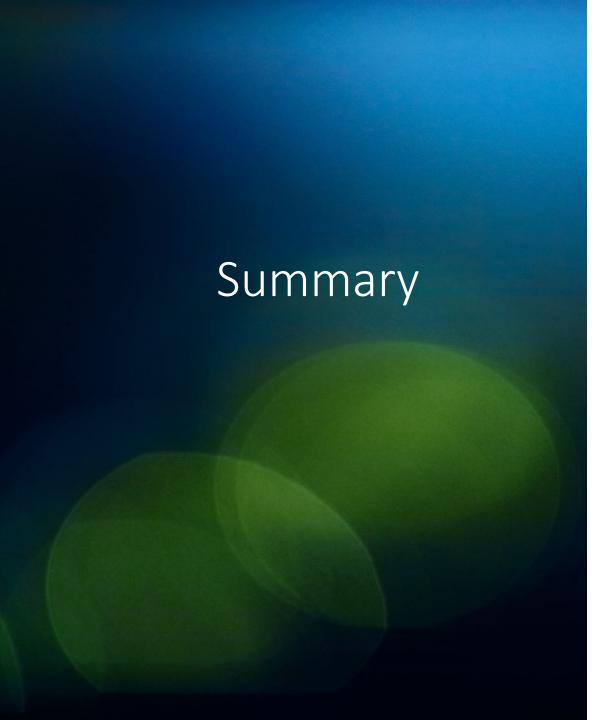

All Speakers Committees contacted, some names already assigned

Prioritizing early career speakers

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

Summary

- Things will pick up speed in the coming weeks. Next to-dos:
  - Monitor indico and COVID situation
  - Select posters and contact speakers
  - Begin assigning conveners
  - Liaise with FNAL to make the meeting a success