**CEF meeting**

**Thursday, July 14, 2022**

**12:00 PM – 1:20 PM Eastern Time**

**Attended:** Breese Quinn, Mike Headley, Ken Bloom, Kathryn Jepsen, Rob Fine, Julie Hogan, Kétévi Assamagan, Cindy Lin, Alex Murokh, Louise Suter, Azwinndini Muronga, Sudhir Malik, Daria Wang

[To discuss CEF sessions of July 19 (July 14, 2022) · INDICO-FNAL (Indico)](https://indico.fnal.gov/event/55371/)

**Summary:**

**CEF events**

- July 17: 15 min CEF introduction

The purpose is to introduce our group and conveners and explain to the community what they should expect from our frontier during CSS. We need all TG reports and links to be available by this time. Add your report to Twiki by this Friday. Make sure that Overleaf link you share is “view access only”. If report is not quite ready, you should still share a link of the draft. Updates can be made after. But we need to make sure the links are there for all reports.

- July 18, 8:00-12:00. Parallel Session. CEF + representative of other frontiers to exchange feedback

Open discussion of all reports.

- July 19, 8:00-12:00. Parallel Session. CEF topical group discussions; internal feedback

Internal discussion. Review other TG reports so you can participate in the discussion of each report. Make sure that at least one of TG conveners is available for this session.

- July 19, 5:30-7:00. CEF Plenary Session. A slice through CEF recommendations; discussion of implementation

We can discuss how we want to organize this session. This is our opportunity to share our messages with the community. 7 min for each TG.

- July 24, 3:30-5:00, CEF half plenary, “Public Engagement to Reach Underrepresented Minorities”

Parallel session, instrumentation frontier is another parallel session at the same time. This session is managed by Kathryn. She has panelists coming in. “Communicating Science to Everyone” is the new name of the panel suggested by panelists. Kathryn will let Joel know that the name of the session has changed.

**Other related events**

- July 18, 5:30-7:00. Plenary session, “In search of Excellence and Equity in Physics”

Mu-Chun and Kétévi will manage this session.

- July 19, 2:00-3:30. Plenary Session, “Careers and Training the next Generation”

TG2 related topic. Sudhir will give an introduction into this session.

- July 23, 12:30-2:00, “Communicating HEP to public and the government”

TG5 and TG6 related. Breese and Kathryn are organizing this session.

- July 25 & 26, Frontier Summaries

They want to identify overarching topics that cut across many frontiers. There are 4 main topics, CEF is one of them. This is going to be a panel (7 min intro by each frontier, panel discussion after that).

*Julie Hogan: July 22 at lunch Sudhir and I are also offering a HEP Alumni Panel for the early career crowd.*

**CEF parallel session in the morning of July 19**

Want to hear status update on all reports, provide feedback, comment on other reports. Be prepared to attend and discuss. You can show us overleaf and tell us about your report, or you can prepare slides. Be prepared to receive feedback.

**CEF plenary session in the afternoon of July 19**

We will take a slice through the work of our frontier. We take one topic that is cross-cutting and we develop around that.

Each of you will have time to talk about a major recommendation from your topical group; You select which major recommendation you would like to communicate; However, your selected recommendation needs to address one particular topic / issue in our community. That means all the 7 recommendations are linked to paint a global picture. For example, let’s take this topic, ”How to improve diversity, equity and inclusion in HEP”

1) Introduction / overview (CEF) — Kétévi;
2) Community marginalization and needs to improve (CEF03)—Mu-Chun;
3) Empowering marginalized communities through education (CEF04)—Sudhir;
4) Structural changes for effective engagements toward marginalized communities (CEF05)—Kathryn;
5) DEI impact on career pipelines, development and retention (CEF02)—Julie;
6) DEI in HEP-industry dynamics (CEF01) — Farah;
7) Policy implementations to improve DEI (CEF06)—Louise;
8) DEI and Societal and environmental impacts — Ken;
9) Implementation (Breese)
10) Questions / Answers session (24 min)

We have 90 minutes to tell one story which is related to all CEF groups/areas. 7 min for each TG talk to develop the idea. Each TG has to build on the issue. Let us know who from co-conveners will give the talk from each TG. We have chosen an overarching theme that touches all TG so we can tell one story.

You have to be masked in the conference room, but when you are speaking on the stage you can take it off. But for the panel it might not be such a good idea. Come early, take your seats in the front, so you have easy access to the stage and can remove the mask while you are on the stage by yourself if you want to. 7 min for each TG talk. We want to make sure we have time left at the end for questions and feedback from the audience.

Are other topics considered besides DEI theme?

* DEI topic has not been discussed or analyzed within some of TG groups during the last 2 years.
* There is not enough plenary time for each TG to present what they’ve come up with during the last 2 years. There are other sessions related to most CEF TGs during CSS week where the issues you’ve been working on can be discussed.
* For TGs 1, 4, and 7 which do not have other sessions during CSS that cover their topics – send us description of what you would like communicated from your TG to the community and we can see where we can find a place to fit that in. Last day summary discussions – we can potentially include 1, 4 and 7 TG recommendations here.
* It is important to emphasize what CEF plenary session is about so we send a clear message that it doesn’t represent the work we’ve done during the past 2 years and it only highlights one specific topic.

For the CEF Plenary session:

* We should share slides with each other ahead of time so we make this flow better.
* The agenda subtopics are not set in stone – conveners can make changes to them – send them to Kétévi and Breese.
* Need to get introduction and CEF3 slides early so other groups can frame their talks around that.
* Need to make a professional template for everybody to use. 2 slides per group. First slide with recommendation listed at the top and details at the bottom. Second slide to have a link to your wiki page or TG report and include highlights of the report there. It would be posted on CSS agenda page. Julie will make a google doc with 2 slides for each group (recommendation slide + reference slide) and share it with everyone.
* Implementation section is meant to cover who is going to do anything about our recommendations. P5 is not set up to do anything about CEF work. It is not clear they are the best people to take responsibility for these tasks. Breese will present some ideas on this topic during Implementation section. Breese is organizing all 150 recommendations to target specific groups (focus on us vs universities and education infrastructure vs government and policy etc.). This will drive ideas for possible implementation structures. Additionally, the challenge of participation should be addressed. There is also a question whether we should do this within Snowmass or not. Perhaps it should be done asynchronously with Snowmass because of the time commitment.

**Monday morning session**

We will have other frontiers represented at the session. We will discuss each TG work one by one. Conveners should prepare a review of their work to present. Monday morning and Tuesday morning slides can be the same. Prepare a list of major recommendations, pdf of TG report. It is not going to be a large session. Only liaisons will attend. We can use the remainder of the time to finalize our Tuesday afternoon plenary.

We should start a group thread (email or Slack) b/w the presenters to sync up our plans. We can reuse CEF slack channel for this discussion.

Kétévi and Breese will send a summary after this meeting with the main bullet points.