

Users Meeting Sub-committee Report

Biswaranjan Behera*, University of Florida
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February 24, 2023

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Dates

Proposed dates:

- Save the date email has been sent to almost all departments of Fermilab

June

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

URA Visiting Scholar Program

Thank you for your application to the URA Visiting Scholars Program.
Your application is now being reviewed.

APPLICANT INFORMATION

Application ID: 5258

Name: Biswaranjan Behera

Applicant Type: Group Application

Home Institution: University of Florida

Theme: **New Ideas for future projects at Fermilab**

Proposed keynote speaker: **Dr. Pushpalatha Bhat**

.... **The Directorates office is currently reviewing our request for approval**

EDI speaker has been decided: **Dr. Claire Malone** (clairemalone.business@gmail.com)

Science Communication speaker has been decided: **Rebecca Thomson [Invitation Accepted]**

Visa Office Q&A

- The invitation has been accepted by Attorney **Nancy Nemeth**, and Valery Stanley is now coordinating

More Events ...

- LRG discussion panel (Anahi)
- Community Fair – in person stall (Jeanne Ecker)
- Festa Italiana (Marco and Donatella working with conference office)
- Budget (approved \$23k)
Waiting for event approval (~3 weeks)
- Booking rooms and arranging poster boards (~100 posters)
- Setting up Indigo page (Mid March)
- Poster design for advertisement and certificate design for poster presentation awardee (creative service)
 - I have postponed our meeting to next week because they are occupied this week.

Milestone Plane for Users Meeting 2023



Jan. 2023

Kick-off sub-committee meeting with all parties invited
Decide dates – inform FNAL
Roundtable theme and keynote speakers
Contact FNAL about keynotes suggestions
Finalize the URA proposal



March - April 2023

Things will start to be busy here for in-person June meeting

- Book rooms (conference office)
- Finalize Timetable
- Setup Indico site (communicate with FNAL)



Feb. 2023

Finalize keynote choices and theme
Submit URA proposal;
EDI talk/SciCom/LRGs – begin to discuss with FNAL team for names

Milestone Plane for Users Meeting 2023



April - May 2023

- Reach out to spokespeople for speaker nominees (give them at least a month)
- Reach out to public for poster nominees
- Open registration (people will need to make travel arrangements)
- Publicity – FNAL news, Users Mailing Lists, Posters – communicate with communications office
- Festa Italia



June 2023

In-person meeting



Summary

- Thank you everyone for your hard work and time for preparing and participating to make the 56th annual Users Meeting a success
- If you want to assist the planning please reach-out to us