



## Report of the Users Meeting Committee



Fermilab UEC

- From January Meeting:
  1. **Dates, Duration** (July 10-12)
  2. **Broad Themes** **A response to the P5 report in some form**
  3. **Program Timetable/poster session(s)**
  4. **Speakers** (**begun – this will be discussed at the UM organizing meetings**)
  5. **Users Meeting organizing schedule**
    1. Started in January, Monday, frequency still flexible
    2. Mary Anne, Prabhjhat Singh (chair, co-chair...) Sophie Middleton (senior adviser) all are welcome.
    3. **Regular Monday meetings should resume, next week! All are welcome.**
- **Today in red.**

## Dates/Duration/Venues

From meeting with Research/Operations/Directorate/Security/Communications:

1. Setting up regular meetings with the participants from those above, as well as Site Access (Yesi Rubio, Jessica Christiansen, Donna Iraci, Melissa Ormond), and the Conference Office (TBD).
2. Begin the Event Approval System (EAS) form.
3. Start booking rooms for the event:
  - a. June 25: Bldg 325 and Kuhn Barn for evening event - Festa Italiana (location will depend on who is invited, if families are included and Kuhn barn is not considered public by June we will hold the event in 327).
  - b. June 25: Atrium and 1 West for poster session and young professionals event – New Perspectives (need to notify the FSPA as soon as this is official)
  - c. June 26-28: 1 West, Ramsey, Atrium – for the Users Meeting sessions
4. Sending a **Save the Date** – the planning committee will provide us with some language and we will have to get Bonnie's approval and work with Deb Sebastian in Comms to send to the All-Users and FSPA listservs.
5. Setting up an Indico site w/registration – the planning committee will use this to start setting up the agenda and working with Site Access to ensure that everyone has approval the day of the event. Melissa will send us some language to add to this site in regards to Site Access.

## Dates/Duration/Venues (2) and other issues

1. Meeting with the various departments are very cordial, friendly and helpful, so far. We will be meeting regularly with all the relevant offices. **Next Meeting this Friday**
2. The event is already in the official pipeline (**Not quite yet**) ?
3. Site access may be area of contention, but one of our goals is robust ON SITE participation, and we may be pushing back on current restrictions. The site venues are one part, but access to the lab by colleagues who traditionally have been welcomed and encouraged (students, scientists and other professionals NOT on projects or experiments, but within the same institutions or departments who are). In addition, facility and experiment tours, access to colleagues' offices, the Users Center access, etc.
4. Meeting arranged with Stephany **Save the Date** and Registration – early enough, but not too early. Once dates and announcements through the various lists are sent, we can focus more on the structure, agenda, possible keynote speaker(s).
5. **URA travel application February. (Prabhjot)**
  1. Identify all possible recipients
  2. Possibility for increased funds?
6. Regular UEC UM meeting schedule to start up soon! **Mondays 2:00 PM CST/CDT**



## Report of the Users Meeting

Committee



Fermilab UEC

### 1. Dates, Duration (end of June)

1. Finalize schedule by Jan
2. Access to Laboratory locations clarified
3. Registration/lab access/badging – use the registration to test streamlining?

### 2. Broad Themes



Not a consistent story!

1. We'll need to respond to P5 – but how? Boosting, interpretation, assumptions, push-back?
2. Will help structure the timetable and speaker invites

### 3. Program Timetable/poster session(s)

### 4. Speakers

### 5. Users Meeting organizing schedule

1. Start in Jan
2. Mary Anne, Sophie (chair, co-chair...) all are welcome.
3. Frequency? (Zoom helps with this)