Snowmass 2020 Community Planning Meeting
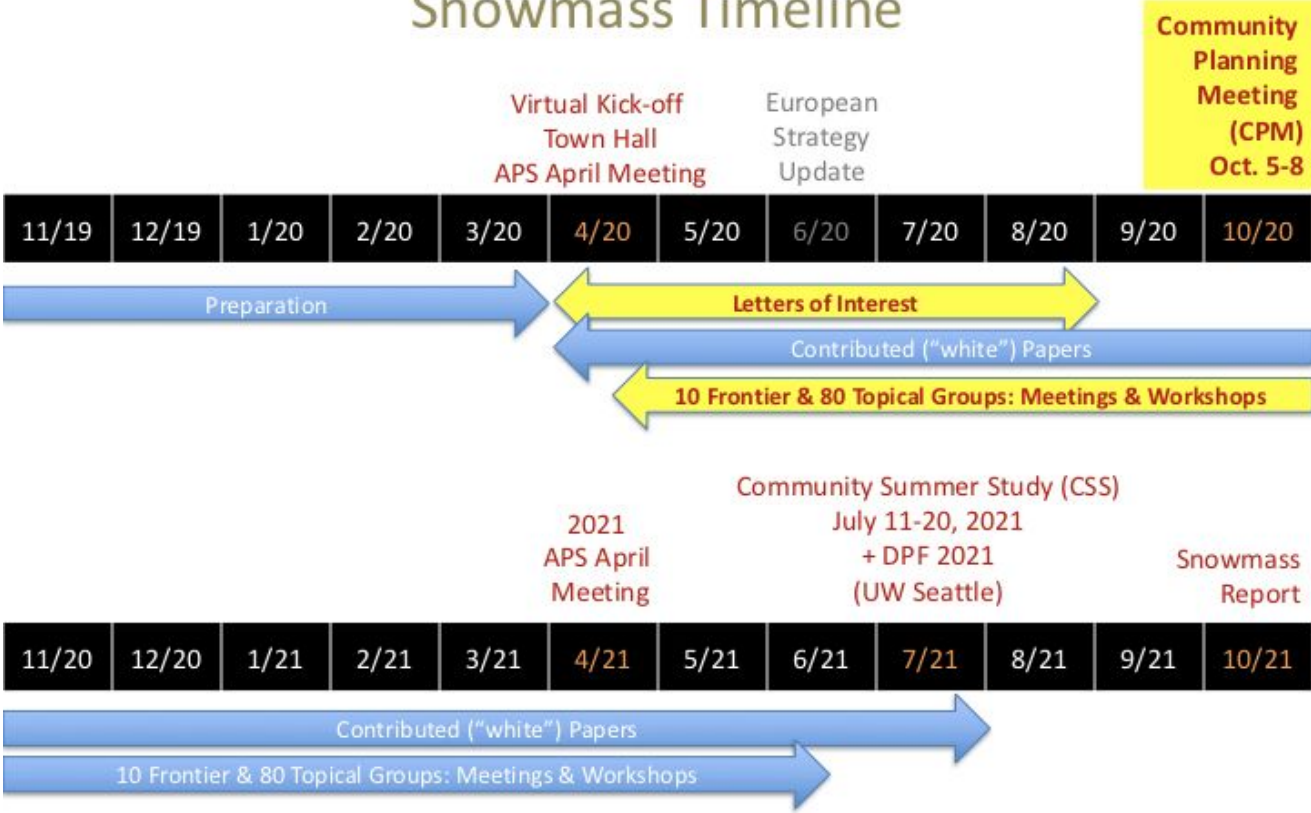
Bo Jayatilaka, Brendan Kiburg (Fermilab)

IRIS-HEP Virtual Meeting on Virtual Meetings

May 5, 2021

https://indico.fnal.gov/event/44870/

The Pre-COVID Snowmass Plan

CPM Organization and Planning

- Fermilab offer to host CPM was accepted in **March 2020**
  - Would follow the successful 2012 format (at Fermilab, ~400 attendees)
  - Agreed to have a 2.5 day meeting in early late Oct/early Nov 2020

- In July 2020, the decision was finalized to **virtualize** the meeting
  - Dates moved to October 5th-8th
  - The meeting duration was extended to 4 half-days, respecting Zoom fatigue
  - The meeting times were established from **11am - 4pm central** such that the meeting occurred during the traditional workday for all continental US time zones

CPM Organization

- The scientific program was developed by the Program Committee
  - Membership consisted of Snowmass frontier conveners+Steering Group
  - Tried to balance competing interests
  - Parallel discussions often cross-cut multiple frontier groups

- The Local Organizing Committee (chaired by BJ and BK) implemented the meeting logistics
  - Learned from hosting Neutrino 2020 and Fermilab Users' Meeting virtually
  - Overlap with LOC for those two meetings, as well as CSS 2021
  - Less than three months after meeting virtualization decision and final dates selected

🔷 **Fermilab**

The Organizers established some goals for the meeting

- The primary goal of the Community Planning Meeting is **to develop plans and steps to take ("Snowmass Planning") between October 2020 and the Snowmass Community meeting in July 2021, leading to a final report in October 2021.**
- Other goals include:
    - Inspire the community about the field, and encourage them to engage broadly in the Snowmass process
    - Inform the community about plans from other regions and from related fields and planned Snowmass activities
    - Listen to the community
    - **Provide space for members across the field to talk to each other and to discuss, promote, and develop new ideas**
    - **Establish cross working-group connections and identify gaps**

🟦 **Fermilab**

Achieving meeting goals in a virtual format

- Technology choices
  - **Zoom webinar** for plenary sessions (Fermilab license allows 5k participants)
  - **Zoom meetings** for parallel sessions (300/500 licenses were primarily used)
  - **Slack** for text-based/asynchronous discussion
- Registration
  - Via Indico and **free** for all participants
  - APS code of conduct and DPF core principals agreement was required
  - Format allowed elimination of nationality restrictions for in-person Fermilab events
  - Final registration total exceeded 3000
- Accessibility
  - Captioning service via Ai-Media (Fermilab contract)
    - Only for **plenaries**
    - LOC explored alternatives as well (including auto-captioning, scientific transcription)
  - Recording
    - Managed by LOC for plenaries and posted to agenda within 1-2 days
    - Left to session organizers for parallels

🔷 **Fermilab**

CPM Structure

- Day 1:
  - Started with input from other regions and agencies
  - Snapshot of LOIs at a 3MT Town Hall session
- Day 2-3
  - Focused on breakouts for individual frontiers and cross-frontier planning
- Day 4
  - Accelerator directors panel
  - Frontier summaries

Time (US Central)	Oct 5 (Mon)	Oct 6 (Tue)	Oct 7 (Wed)	Oct 8 (Thu)
9:00 AM				**Plenary** Future Global Accelerator Facility Panel Discussion *Zoom Webinar*
10:00 AM				
11:00 AM	**Plenary** • Introduction • Strategies and Plans from Other Regions • Strategies and Plans from Other Fields • Remarks from Funding Agencies *Zoom Webinar*	**Frontier Intros** *Zoom Rooms (see schedule for details)* **Breakouts** *Zoom Rooms (see schedule for details)*	**Plenary** Community Engagement *Zoom Webinar* **Breakouts** *Zoom Rooms (see schedule for details)*	**Plenary** • Early Careers Report • Frontier Summary Reports • Closing *Zoom Webinar*
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM	**Plenary** Voices from the Community Town Hall *Zoom Webinar*		**Frontier Planning** *Zoom Rooms (see schedule for details)*	
4:00 PM				

CPM Structure

- Opened with planning intros for each frontier
- Most of the day had 21 parallel Zoom sessions
- To facilitate discussion, most Zoom rooms were held open between sessions
- Shorter session Wednesday, including planning session for each frontier

Participation in the CPM
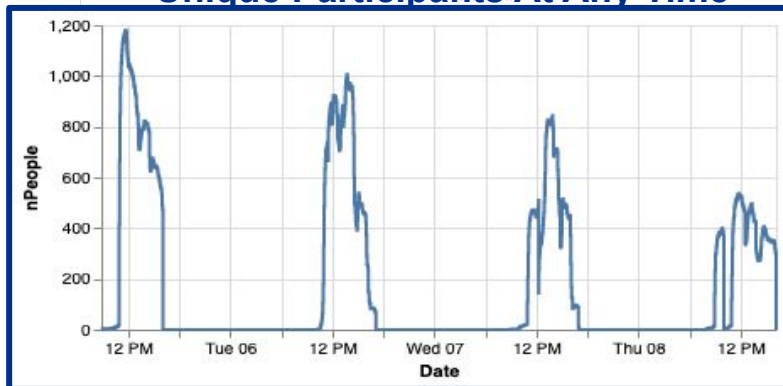

Local Time Zone

- 3028 Registrants, over 90% logged into part of the meeting
- 100 Parallel Sessions
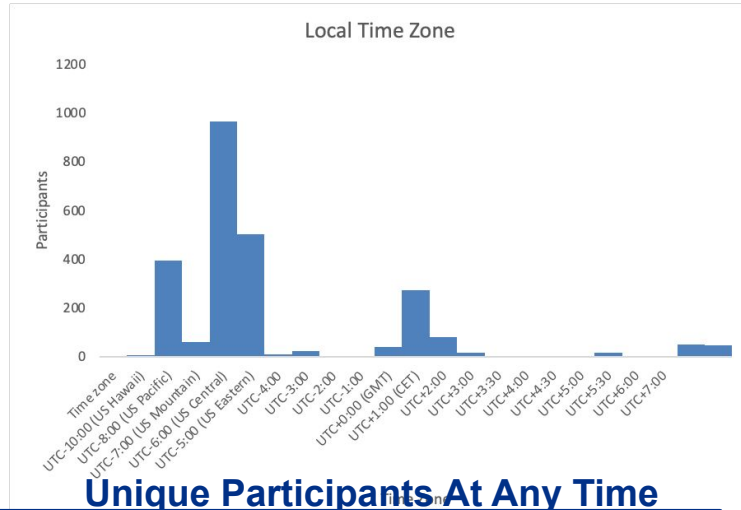
Integrated Unique Participants Vs Time
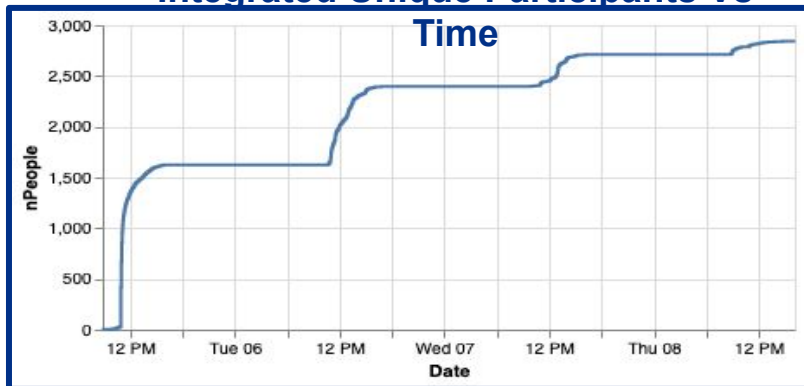
Unique Participants At Any Time

Plots from https://gordonwatts.github.io/snowmass-cpm-attendance/

☰ Fermilab

Meeting organization

- Plenary sessions (Zoom webinar)
  - Implemented checklists with specific roles for LOC members
    - Roles included dedicated question-wranglers
    - Checklists were inspired primarily by Neutrino 2020
  - Held rehearsals to iron out details in checklists
  - Required all plenary speakers to test connections before sessions started

- Parallel sessions (Zoom meetings)
  - Assigned a room "host" to handle Zoom issues/logistics for each room
    - Host was **not** the session chair/organizer
  - Held a short "training session" for all room hosts
  - Hosts were also empowered to lock rooms/remove participants in case of conduct violations or other issues

Meeting format observations/issues

- Virtual meeting format allowed for much more inclusive attendance than an in-person meeting would have had
  - ~20% of registered participants were outside of continental US time zones (more registered CET participants than PST!)
- Casual/side conversations which can be easily had in-person were more difficult to provision
  - Particularly a hard loss for a planning meeting
  - Attempted encouragement with dedicated break blocks and Slack discussions
    - Utilization was mixed
  - Gather.town or similar would have possibly helped with this
- Participants found the **meeting guide** to be helpful (inspired by ICHEP2020)
- Distilled lessons learned to provide for Snowmass community in planning other large virtual events
  - Including this presentation

‡ Fermilab

Questions?

Fermilab