



**Task 2.2:**  
**Planning the 2018 Comms Meeting**  
**14<sup>th</sup> November 2017**

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# To re-cap...

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- Objective
  - To survey & create a report on accelerator communication and outreach activities in Europe.
  - To share comms/outreach resources & best practice.
- Plan
  - Hold a meeting for the comms professionals from the major accelerator labs in early 2018.
  - Use this to form basis of the survey
  - Later, circulate survey to labs, universities, technical institutes, museums, science centres etc.

# 2018 Comms Meeting

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## Invitees

- CERN, ESS, ESRF, CEA, CNRS, SOLEIL, HZB, DESY, GSI, Elettra, INFN, ALBA, MAV IV, PSI, STFC Daresbury and Diamond.
- Possibly to circulate invitation to ARIES mailing list also

## Location

- CERN + Video conference options
- Locate a meeting room to accommodate ~20 people (?)

## Agenda

- Comms/outreach activities
- Best practices
- Challenges & solutions

# Plan

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- Define draft agenda
- Email invitees with
  - Description of task
  - Purpose of event
  - Draft agenda
  - Doodle poll (~3 dates)
- Follow up non-responses
- Create Indico page + book room
- Email confirmation of date/time
- Liaise with attendees to finalise agenda
- Email to confirm agenda closer to the time

# To discuss today:

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- Proposed agenda
  - Topics
  - Structure
- Dates/Times
  - Day of the week?
  - Length of meeting?
- Logistics
  - Rooms
  - Refreshments
  - CERN security

# Proposed agenda

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- Start time → 10am (?)
- End time → 5pm (?)
- Structure
  - Presentation from WP2/Task 2.2 Leader on the task
  - Each attendee to present on their institute's communication/outreach activities.
  - Best practices
  - Challenges + limitations
  - Solutions -> Shared resources? New projects?

# Possible dates

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- Day of the week
  - A particular day it would be better on?
  - Monday/Friday allow weekend travel if required
- Ideally in Q1 2018 (Jan-March)
  - Jan unlikely → not everyone will be back until mid-Jan + then likely busy due to holiday time off
- Suggested dates:
  - Friday 16<sup>th</sup> Feb 2018
  - Monday 26<sup>th</sup> Feb 2018
  - Thursday 1<sup>st</sup> March
  - Friday 9<sup>th</sup> March

# Logistics

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- Tasks
  - Book rooms
  - Book refreshments / lunch options
  - Set up an Indico page
  - Liaise with guests re CERN badge
- Sabrina El Yacoubi (CERN EU Office) → Attending this meeting, can provide input if necessary.



# Post-event steps

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- Circulate event minutes/short report to Task 2.2 list
- Organise meeting in March to discuss next steps:
  - Drafting survey questions
  - Technical aspects → Where to host survey & store data?
  - Report authors?
  - Agree on a timeline for this

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Thank you!

