

Indico Link: <https://indico.cern.ch/event/678933/>

Attendees:

- Jennifer Toes, CERN (Chair)
- Sabrina El Yacoubi, CERN
- Phil Burrows, Oxford
- Hermann Schmickler, CERN
- Atis Kapenieks, RTU

Agenda:

- To discuss the 2018 meeting for communications and outreach professionals in the field of accelerator science. Specifically, to discuss: agenda, structure, logistics, dates and times.

Summary of presentation:

- Task 2.2 aims to host a forum on accelerator communications and outreach activities with communications professionals from the major accelerator labs in Europe.
- This meeting will focus on accelerator comms activities, best practice, challenges and solutions. This will allow attendees to identify partnerships, future activities etc.
- Would aim to contact invitees with a draft agenda and Doodle poll to identify dates.
- Logistics must be considered in advance: Indico page, room booking, refreshments, CERN security registration etc.

Discussion points:

- Meeting date, time and length:
 - o A full day, 9am to 4pm. Allows travel in the afternoon.
 - o In Jan-March 2018, ideally a Monday or Friday.
 - o Aim to avoid the CERN Accelerator School week (21st Feb-6th March 2018)
 - o Will propose a range of Mondays & Fridays in Jan/Feb/March
- Topics:
 - o Attendees should think about the accelerator-specific activities they are working on, what is being done well, which activities could be replicated or improved upon. In addition, are there activities they would like to carry out but are unable to due to various constraints? If so, what are those constraints? How can these challenges be overcome (sharing resources, problem solving, partnerships, joint ventures etc)?
 - o To send a list of topics/issues to be discussed with the invitation.
- Structure:
 - o All attendees invited to make a presentation.
 - o Set aside at least an hour for discussion.
- Documentation
 - o Can use the presentations uploaded as a means of documenting the contributions to the meeting.
 - o Chair of the meeting can write an executive summary & upload to Indico.

Actions:

- To identify potential dates + circulate to Task 2.2 (JT)
- Draft invitation email + circulate for comments to Task 2.2 (JT)
- Create Indico conference page (JT)
- To liaise with SEL re event logistics (JT)