

CNMS UEC Agenda, Tuesday, May 5, 2015

10:00 am Eastern Time

Participants (attendees in blue)

Chair – Nazanin Bassiri-Gharb (Georgia Tech)

Vice-Chair – Molly Kennedy (Clemson U.)

Secretary – Milan Buncick (AEgis Technologies Group)

At-Large Members:

Eric Formo (U. Georgia); Zheng Gai (ORNL/CNMS); Enrique Gomez (Penn State U.); Martyn McLachlan (Imperial College, London); Megan Robertson (U. Houston); Ray Unocic (ORNL/CNMS); Rafael Verduzco (Rice U.)

Past Chair, ex officio member – Vivek Prabhu (NIST)

CNMS (non-members) – Tony Haynes, Brad Lokitz, Sandy Lowe

- **News from CNMS**

- User Program staffing update

- Brad Lokitz has taken on new role to help support User Program part-time. Welcome Brad!

- Proposal Call status: 172 new proposals received, 37% from TN institutions;

- Feasibility Review underway, external review to begin 5/18, approved proposals to start 8/1

- **User Meeting** (Nazanin; Molly) *Planning subcommittee: Eric, Molly, Nazanin, Rafael*

- Review status of planning schedule - *distributed earlier*

- Speaker budget: travel support will be provided for ~25 plenary and invited speakers per DOE Guidelines; domestic travel only; ORNL must make travel arrangements

- “Minor” talks: These are to be poster previews, ~5 per session @ 3min totals 30 additional speakers; should be faculty/professional level and support the Strategic Planning goals of this User Mtg.

- At this point we CNMS does not intend to cover travel expenses for these.

- Program proposal from subcommittee – *updated documents in Dropbox folder*

- Reviewed topic descriptions, speaker candidates, co-chair candidates

- Approved plan for subcommittee to proceed with 5 topical areas, half-day each except full day for Soft Matter topic

- Plenary speakers- subcommittee to select candidates from previously compiled “020215” list and new roundtable lists

- Process for speaker invitations- brief discussion, left to discretion of subcommittee

- Workshops- Agreed to move forward with two workshop proposals for Tue, Sept 1

- User Mtg subcommittee telecon will be scheduled for Tue, May 12, to finalize speaker list/alternates

- **Co-chairs** will provide the following to Nazanin and Tony - **due May 11**- for subcommittee telecon

- final title of symposia

- lead co-organizer from CNMS (name / email)

- lead co-organizer from the UEC (name / email)

- description of symposium focus (~100 words)

- categorize invites as plenary, invited (1 per session), talks (3 per session) and poster (5 per session)

- list alternates for each of the talks

- Abstracts and posters: *Table discussion; to be taken up by User Mtg subcommittee*

- **Implementation of Roles document** (Nazanin)

- UEC Roles document - *distributed earlier*

- *Table discussion for continuation at the next meeting*

- **How to evaluate proposal process, what data from CNMS is needed** (Nazanin)

- refer to flowchart linked in “Instructions for Submitting Proposal”

- information for reviewers and PIs - *distributed earlier*

- Require more substantive comments from the reviewers

- Revise the rejection notification email to more strongly offer staff assistance and encouragement to revise and resubmit (paragraph placement)

- *Table discussion for continuation at the next meeting*

Next Conference Call: June 2, 2015, 10:00am (Eastern Time)