Fantastic Meetings

Andrea Palmeri, ES2, Binghamton University
Darlene Brown, CHREC, University of Florida
Kathryn K. Michel, MAST Center, University of Colorado Boulder
Lisa Schabenberger, CAFS, North Carolina State University

Concurrent Session
NSF I/UCRC Annual Meeting
January 9, 2014
Excellent Meetings
NSF I/UCRC IAB meetings and others

Andrea Palmeri, Program Manager,
Center for Energy-Smart Electronic Systems
About our Center

• Our mission: To develop systematic methodologies for designing and operating electronic/IT systems to be energy-efficient

  – initial focus is on data centers
ES2 History and Organization

• NSF award received in September, 2011

• Phase I: five-year award

• Four Partner Universities, led by Binghamton University

• 21 Industry Members make up Industrial Advisory Board (IAB)
Prior to the Meeting

• Schedule meeting well in advance preferably during prior meeting
• Avoid scheduling conflicts (if possible)
  – Large industry meetings
  – Exams
  – Kids’ school vacations
  – Religious holidays
• We schedule our meetings for all day Wednesday and half day Thursday with a welcome reception on Tuesday evening
• Our IAB members like to have meetings at site universities
• Put registration information, hotel information, etc., online a few months prior to the meeting
• Send frequent reminders to register and reserve hotel room
• Put presentations on website under secure member portal 2 weeks prior to meeting
• Send link to online L.I.F.E. forms just before the meeting
Meeting Folder

• Agenda
• List of attendees
• List of research projects with associated PIs and mentors
• List and description of each poster displayed at the student poster session
• Poster voting form (1/2 sheet) and L.I.F.E. form link (1/2 sheet)
Give-Away with ES2 logo/website

- Flash drive
- Small portfolio and pen
- USB car charger
- Laser pointer
- Mini flashlight/keyring
Food/Beverages

- Tuesday evening – welcome reception
  - Light hors d’oeuvres, 2 drink tickets
- Wednesday
  - hot/cold breakfast buffet
  - hot/cold lunch buffet
  - evening poster reception – heavy hors d’oeuvres, cash bar
- Thursday – hot/cold breakfast buffet
Meeting Agenda

- Project presentations – 10-15 minutes, followed by 10 minutes Q&A, followed by 5 minutes for L.I.F.E. forms
- One or two guest speakers from a member company and a prospective member company
- Lunch tables set up with IAB company names on tent cards – students sit with IAB members from companies in which they are interested – good networking opportunity for students
- Review L.I.F.E. forms at end of first day
- Take group photo
- Lab tour
- Evening Poster Session on Wednesday
Meeting Agenda, cont’d.

• Hold a meeting with the Student Leadership Council (all students at the meeting) during the IAB closed session
• Topics I’ve covered have included the following:
  o I/UCRC overview and how students benefit
  o Overview of results from a survey I gave them about their experience with our center
  o Effective presentation skills
Meeting Agenda, cont’d.

• Hold a meeting with the Student Leadership Council (all students at the meeting) during the IAB closed session
• Topics I’ve covered have included the following:
  o I/UCRC overview and how students benefit
  o Overview of results from a survey I gave them about their experience with our center
  o Effective presentation skills
Meeting Agenda, cont’d.

• Hold a meeting with the Student Leadership Council (all students at the meeting) during the IAB closed session
• Topics I’ve covered have included the following:
  o I/UCRC overview and how students benefit
  o Overview of results from a survey I gave them about their experience with our center
  o Effective presentation skills
Other (non-IAB) meetings

- We hold bi-weekly site director meetings via WebEx
  - I create agenda of hot topics and send out prior to the meeting
  - Meeting is every other Thursday from 4-5 p.m. EST
  - If not enough important issues to discuss, meeting is cancelled
  - At each meeting we discuss status of potential new members

- Each PI holds a monthly mentor meeting via WebEx, where they walk through progress made on their project and receive input from mentors.
CFD Analysis of Free Cooling of Modular Data Centers

Betanget Gebrehnew, Kushal Aurangabadkar, Navneet Kherna, and Doreji Agnowler
University of Texas at Arlington
And
Deepak Suwanand and Mark Hendrix
CommScope, Inc.

INTRODUCTION

EXPERIMENTAL AND SIMULATION SETUP

RESULTS AND DISCUSSION

CONCLUSIONS

ACKNOWLEDGEMENTS

REFERENCES
Excellent Meetings

NSF I/UCRC Annual and Midterm Meetings

Darlene Brown
CHREC Center Coordinator
About CHREC

- Phase I began in 2006
- Currently in Phase II
- Four Sites (UF-lead, BYU, GW, and VT)
- 27 members, 41 memberships
Biannual Meetings

- Mid-term meeting, first week in June, 1 ½ days at non-lead site or off-site location.
- Annual meeting, first week in December, 1 ¾ days at lead site or off-site location.
- A fairly regimented schedule, agenda and meeting organization helps to ensure member expectations are met.
- Approximately 100 in-person and 20 remote attendees at each meeting.
Scheduling

- Planning typically begins 9-12 months before meeting.
- Initial tasks are site location & negotiating hotel block, facility, and catering contracts.
- At each meeting, timing and location of next meeting is presented to members.
- Meeting registration (no fee) begins two months before meeting for both in-person and remote attendees. Travel logistics are provided.
- Members-only website is provided for meeting materials (agenda, posters, presentations).
Catering

- Meals provided
  - Day 1: Breakfast, morning break, hot buffet lunch, afternoon break and workshop dinner. The dinner is often at a separate location from the workshop location.
  - Day 2: Breakfast, morning break, boxed lunch, afternoon break.

- During registration, attendees identify dietary restrictions and if they will be attending workshop dinner.

- Typically need to order 15% vegetarian meals and ensure gluten free and non-dairy options are available.
IAB Member Conveniences

- Web streaming is provided for those who cannot attend the meeting in person.
- Wireless access is provided to all attendees.
- Power is provided at meeting tables.
- The link to the LIFEFORMs are made available before & during the meeting. Hardcopies are made available but typically not used.
- Industry and Faculty surveys are emailed before and handed out during the meeting so that they can be emailed or hand delivered to NSF Evaluator.
Additional Member Conveniences

- Separate meeting space/areas are provided for side meetings and if members need to call into conference calls.
- Need to ensure plenty of parking for attendees. Often that requires advanced reservations &/or contracts for parking.
- All workshop material is loaded on workshop website for IAB review before meeting and access during and after meeting.
Meeting Layout & Student Session

- We have tried different meeting layouts but the one that members seem to like best is one large room organized into three areas (dining, lecture with podium, stage, & screen, and poster/demo session space). This allows for quick transition from lunch to presentations to poster/demo sessions. Separate welcome area, buffet tables, off-session poster, & side-meeting spaces are provided.

- Student Session - We typically plan some activity for the students for the afternoon of Day 2. The purpose is provide an opportunity for the students to interact in person.
Typical Agenda

Day 1 - Review current year projects.
  - Split into three sessions.
    - Short intro for each session.
    - Students have 10 min for each presentation and 5 min for Q&A.
    - Poster/demos at the end of each session.
  - Workshop Dinner typically at separate location.

Day 2—Proposed projects, IAB Meeting, Student Activity.
  - Member presentations and review of LIFE process.
  - Three sessions (same organization as Day 1) except there is only one poster session at the end of the presentations.
  - The afternoon session is split. Student go to student activity while IAB discuss LIFEFORMS and hold IAB Meeting (vote review, elections, and policies)
Packing List

- Folders - Different contents for members, faculty, students and guests.
- Hardcopy NDAs for last minute guests.
- Copies of proceedings (also on workshop website).
- Gift for attendees (past gifts have included flash drives, flashlights, thermos mugs, messenger bags, laptop sleeves, and laser pointer pens).
- Signs - Welcome, directional, poster layout, closed meeting signs, and location of off-session posters.
- Podium clock and time paddles (2 min, 1 min, etc.)
- Posters, poster board, poster strips, tripods.
MAST Center: About Us

• Our research program is focused on membrane and separations technology

• Our Phase I award is through July 2015 with New Jersey Institute of Technology as lead site

• 2 official sites, 1 potential site (under review), 1 affiliate site; 13 sponsors

• 17 research projects, 14 primary faculty, 6 post-docs, and 12 graduate students

• $1,110,000 projected annual budget*

*Including Projected $310,000 additional annual budget from potential site under review
MAST IAB Meeting Snapshot

• Day 1:
  – IAB Business Meeting
  – Welcome Reception for IAB/Potential Sponsors/Faculty/Students
• Day 2:
  – Research Presentations
  – Orientation for Potential Sponsors with Directors
  – Closed Session with IAB and NSF Evaluator
  – New Project Selection Session (Fall Meeting Only)
  – Social Hour, Dinner and Poster Session
• Day 3:
  – IAB Discussion of Current Research Projects
  – Research Project Mentor Meetings
  – Wrap-up meeting with Directors, NSF Evaluator, Center Coordinator
Tip #1. Be the point of Contact for the Meeting

- **First-In, Last-Out!**
  - You start and end the planning.
  - You are the first person in the meeting space and the last one out of the space.

- **Benefits:**
  - Avoids confusion about from whom to obtain information.
  - All details double-checked and problems addressed before Directors and IAB arrive!
  - Time-saver for Directors.
  - Detail oversight by one person – no questions as to who does what.
Tip #2: Go Electronic!

- Saves paper resources
- Document Loss Reduced
- Greater Efficiency
- Broader Access Possible

How?
Web, Secure Server, Online Portal
What do we provide electronically and online?

• **Electronic documents via secure server for download:**
  – Agendas and presentation schedules
  – Minutes from previous IAB meetings, and summary reports
  – Proposals for review and consideration
  – Progress reports, both written and PowerPoint presentations
  – Travel and lodging information
  – Reference section with contact rosters and project lists

• **Via portals on our website, mastcenter.org:**
  – Electronic meeting registration
  – Progress Report submission (both written and PP presentations)
  – Proposal submission for annual RFP Process
  – Meeting agendas, maps, lodging information (also available on secure server)

• **At the Meeting:**
  – Project presentation feedback, via Survey Monkey
  – LIFE forms, via the web
  – Meeting feedback forms, via Survey Monkey
Electronic Meeting Registration

- Credit Card registration is industry standard
- Real-time tracking
- Source for attendance lists and name tags

I use regonline.com to build the meeting registration portal, and link it to our website.
Web-Based Proposal and Report Submission

• Provides easily accessed web portal for (new) faculty
• Provides automatic email confirmation of receipt
  – Tracks when submission made
  – No bounced emails
  – No stripped attachments
• Allows for a “holding file” until all reports can be gathered and transferred for IAB review

I use formsite.com for our submission engine, and it has worked extremely well!
Tip #3: Schedule with stamina in mind!

To prevent FATIGUE:

• Meal times and breaks should be just as if you were at work.

• Second Morning – start 30 minutes later to prevent 2nd-day fatigue – serve a high protein breakfast!

• Create a 1.5 hour break between afternoon and evening functions, if possible.

• End your meeting so that attendees do not have to rush to the airport for flights. Send them with lunch if possible!
Tip #4: Pay Attention to the Details

- Wireless Access at the meeting site is IMPERATIVE.
- Parking no more than 100 yards from meeting site.
- Use hotels that are up to the standard of average executive (king beds, wireless, fitness center, etc).
- Suitable transportation options to/from meeting, and comprehensive directions.
- Advance review of issues to discuss at the meeting.
- Center Coordinator functions as the IAB concierge during the meeting.
- Diet choices must be made with attendees in mind.
Tip #5: Meeting Layout

- Held in the University Memorial Center
  - Central to Campus
  - Amenities (close parking, wireless, additional meeting rooms if needed, tech support, catering on-site)

- Daytime Configuration
  - 2/3 of large meeting room is set up classroom style with IAB at center and faculty/students around the sides and back.
  - 1/3 of large meeting room is divided off with round tables for daytime meals and breakout sessions around round tables.
  - AV requirements:
    - Laptop and Projector
    - Remote (if presenter wants to step from behind podium)
    - Wireless microphone (for those who have quieter voices)

- Evening Configuration
  - Welcome Reception and Dinner Reception: I use a reception room about 100 feet away from meeting room to give the attendees a “visual break”
    - Use round tables – they encourage eye contact and social interaction
  - Poster Session, with Dessert and Coffee:
    - In an adjoining section of the ballroom so that posters can be places to avoid crowding
    - High-top tables and fewer chairs to encourage people to interact at the posters
    - Students are responsible for assisting coordinator with set up and removal of posters.
CAFS Mission: To optimize genetic and cultural systems to produce high-quality raw forest materials for new and existing products by conducting collaborative research that transcends traditional species and disciplinary boundaries.

9 Sites: Some in Phase II, some in Phase I, one new site (Auburn) is proposed for 2014, North Carolina State University is the Lead Institution

112 Member Organizations: 77 small industry, 19 large industry, 10 governmental, 6 non-profit or foundations; $3.24 million in member dues

CAFS Headquarters: 1 Director, 1 Deputy Director, 1 Operations Coordinator, 1 Operations Assistant for Meetings
CAFS IAB Meeting Agenda Snapshot

Day 1
- Continental breakfast with fresh fruit and yogurt (+ AM & PM breaks)
- Center and I/UCRC update presentations
- Morning project presentations and electronic poster sessions + LIFE Discussions
- Usually a cold lunch
- Afternoon project presentations and electronic poster sessions + LIFE Discussions
- Social followed by dinner (activity like dinner cruise when possible)

Day 2
- Continental Breakfast with fresh fruit and yogurt (+ AM & PM Breaks)
- Morning project presentations and electronic poster sessions + LIFE Discussions
- Usually a hot lunch
- Afternoon project presentations and electronic poster sessions + LIFE Discussions
- IAB Business Meeting
- Wrap-up meeting and dinner on our own

Day 3
- All-day optional field tour of research sites conducted by the host CAFS Site
Top 2 Tips that work for CAFS Meetings

• In place of a traditional poster session, we now use **electronic poster sessions** for most continuing projects
  – Keeps IAB moving and engaged
  – Smaller groups for more intense discussions
  – Great experience for students

• In addition to, or in-place of, hardcopy notebook, we are going to **online notebooks**.
  – Reduces costs
  – Easier to update
  – Visually appealing and convenient for IAB
Format and Room diagram using 1 main room and 2 breakout rooms for plenary and e-poster sessions

E-Poster Format

- PowerPoint presentations that cover content that would typically be on a poster
- Divide the IAB into 3 groups
- Each group attends a 10-minute e-poster presentation, followed by 5-minute Q & A,
- Rotate to next e-poster
- Attend all 3 before returning to main room to complete LIFE forms.
- A few hardcopies of LIFE forms in rooms, but most wait to return to main room
- New and ending projects are presented as traditional presentations in the main room
Online Notebook at Meeting

- Password protected, secure server
- Companion to, or instead of, hardcopy notebook
- Attendees must select online or hardcopy during registration
- Live Links to -
  - Project Summary
  - Presentations & Posters
  - Fillable online LIFE Forms
- If you are your center’s webmaster, updates are quick and easy
- New this year, CAFS will offer free online but charge $ for hardcopy notebooks
Douglas-fir

- Huge geographic and environmental range
- Two varieties, multiple species?
- 22 million hectares in the US/Canada
- Up to 120 m tall and 1,400 years old
- Planted in Europe, New Zealand, Chile
- 8 billion board feet of lumber in 2002
- Large breeding programs - more than:
  - 4 million progeny from
  - 34,000 parents on
  - 1,000 progeny test sites

Online Notebook is 1-Stop Shopping

Project Summary
Project Presentation as PDF
Online LIFE Form
Operations Fair Handouts
Make the right choice with food!

Rule of Thumb: If you don’t put it in your mouth at home, don’t do it at a meeting!

What basic diet choices will help your attendees?
- Lean meats
- Fibrous vegetables and salads
- Whole grain breads/pasta/rice
- Low-fat dairy choices
- Go for a breakfast with high-protein choices
- Make fruits/vegetables available in the afternoons
- Keep plenty of water on hand

Other Helpful Hints:
- Add at least 5 to your meal counts
- Hot Drinks: 1.5 times normal amount
- High Protein, Low-Fat Meals, especially at breakfast
- Keep Special Diets and Food Allergies in mind
- Vegetables are NOT “what food eats”
- Cold Drinks – Universally Present
- To-Go box lunches are good for last day, but try to use higher-end ingredients.

If your catering budget is tight, what should you spend your money on?
- COFFEE.
- Beer/Wine – be reasonable.
- Desserts – smaller, but choose quality!
- Hors-D’ouvres - again, smaller but higher quality!
- Main dish for dinner.
- High Protein Breakfasts
Helpful Things to Have at the Meeting!

**Technology:**
- Cell phone
- Laptop Computer (for presentation)
- Laptop Computer (for administrative use)
- Portable Printer
- Timer/Clock
- Extra Flash Drives
- Laser Pointer/Remote Presenter
- Extension Cords
- Wireless Microphone
- LCD Projector
- Extra Adapters (MAC/PC)

**Office Supplies:**
- Scratch Pads
- Extra Pens
- Tape
- Stapler
- Paper Clip/Rubber Bands
- Post-It Notes
- Blank paper for printer
- Pain reliever
- Sharpie Markers
- Small pad or book to make notes in – keep it with you!
- Presentation Boards and Push Pins (for poster session)
- Easels (for poster session)

**Miscellaneous:**
- Hard copies of NDA’s, Membership agreements, Life Forms, Project Feedback forms
- File with all of your agreements with the site, caterer, AV, hotels, etc.
- A file of all schedules for the meeting
- Phone Book for campus or contact numbers for the site (as applicable)
- Doorstop
- Box for Nametags to be returned to
- Cart (to carry all of this stuff in!)
Meeting Format Example

- Welcome reception - evening prior to meeting
Day 1 of meeting;
- Breakfast
- Opening Remarks from hosting site dignitary – ie., president, VP of Research, etc., and Site Director
- Brief presentations from
  - IAB Chair
  - NSF Representative
  - Center Evaluator
- Center overview from Center Director
- BREAK
- Project Presentations
- LUNCH
- Guest Presentation(s)
- Project Presentations
- BREAK
- Project Presentations
- L.I.F.E. form review
- Evening reception/Student Poster Session
Day 2 of meeting (morning only)
- Breakfast
- Announce student poster contest winner
- Concurrent Sessions: (followed by break)
  - Closed IAB meeting
  - University Policy Committee meeting
  - Student Leadership Council meeting
- Reconvene and get IAB feedback
Meeting Giveaways

Flash Drive

Flashlight

USB Car Charger

Portfolio

Laser pointer