CNMS UEC Agenda – Thursday, July 16, 2020
12:00 pm Eastern Time

Participants (attendees in blue)
Chair – Matthew McDowell (Georgia Tech)
Vice-Chair – Joshua Agar (Lehigh U.)
Secretary – Zach Hood (Argonne Natl Lab)
At-Large Members:
Veronica Augustyn (North Carolina State U.); Kelsey Hatzell (Vanderbilt U.); Shengxi Huang (Penn State); Saban Hus (U. Texas, Austin); Josh Kacher (Georgia Tech); Peter Maksymovych (CNMS, ORNL)
Past Chair, *ex officio* member – Rafael Verduzco (Rice U.)
CNMS (non-members) –Brad Lokitz, Sandy Lowe, Tracy Whitaker, Karren More, Bobby Sumpter
Industrial Liaison Member: Christopher Jacobs (B/S/H Home Appliances)

Welcome: (Matt)
CNMS Updates (Brad)
- Staff continue to work remotely with users
- An additional conference room will be added on the 3rd floor; seating 48-50 for seminars and meetings

User Meeting Updates (Matt)
- The User Meeting is set for August 10th-12th virtually in the afternoons Monday thru Wednesday
- We have UEC members that are scheduled to moderate sessions; note online calendar does not have moderators listed
- Matt will send an email to UEC with schedules for moderators and list of duties

Sponsorship (Brad)
- University of Tennessee contract was cancelled to go virtual this voided sponsorship
- The question was raised is it possible to have sponsorship for the user meeting
- The question was raised can we have a company to sponsor the user meeting given the timeline
- Tracy will send Brad a list of vendors and contacts for possible sponsors
- Ideal sponsorship awards range $100-$250
- It was suggested to have sponsors attend the user meeting

Virtual Poster Presentation (Matt)
- All poster presentations will be prerecorded maximum of 5 minutes
- The poster videos are listed within the agenda at the bottom of the screen for viewing (daily)
- UEC committee members will view the videos and select the top 5 to give their talks
- Videos are due for participation by July 24th
- Seven members of the UEC has volunteered to evaluate the video presentations
- Ideally each member will evaluate (10) 5-minute presentations
- Zach will create a rubric to evaluate presentations and send to Matt
- Top 5 will be selected to give talks and invited back to participate in day two's afternoon session
- July 31st top 5 invites will give their 8-minute talks on Tuesday
- Additional UEC members are encouraged to contact Zach if interested in judging

Abstracts
- **63** abstracts were submitted and accepted for the user meeting
- Several from ORNL, other universities, national, and international. International submissions were up and encouraging

Registration Current Update Numbers (Sandy)
- 386 registered participants to attend
- 216 have been uploaded on Whova; 60% are ORNL
- The remaining are pending information in PAS

- 11% have downloaded the Whova app
- Sandy will send out email reminders for registration and PAS
- UEC members are reminded to register for the user meeting
- Sandy will ensure all UEC members are registered for the meeting

Staff Appreciation Awards (Matt/Sandy)

- This is a new award and it is suggested the UEC create the criteria for the award
- It was suggested to create a subcommittee to review the candidates and select
- Sandy will compile the selections and send spreadsheet by July 24th
- Zach will create an evaluation form listing the criteria to share with Matt

Platform for User Meeting (Matt/Brad)

- Zoom will be the platform used for the User Meeting
- Brad and Sandy worked out the Zoom licensing
- Zoom is automatically incorporate into the Whova App instead of linking into a separate page

Town Hall on Wednesday, August 12th

- It was suggested to submit questions ahead of time for the meeting.
- The UEC nominations, Sandy will send out an email
- The staff awards will be awarded
- Brad suggested sending an email through Whova to participants soliciting nominations and questions for the town hall

CNMS UEC Nomination Details (Matt)

- Nominations are normally solicited in the Fall at the User Meeting. This year nominations will be advertised in the Whova app to increase numbers.
- UEC is looking for additional volunteers to help moderate sessions please email Matt

New business

- Nothing to add

Suggestion box

- Nothing to add

Adjourned 12:45pm Eastern Time

Next Conference Call: August 20, 2020, 12:00pm, Eastern Time