CNMS UEC Agenda, Tuesday, March 10, 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, Sandy Lowe

Continuation from March 3 meeting

- **User Meeting** (Nazanin; Molly) *Planning subcommittee: Eric, Molly, Nazanin, Rafael*
  - Proposal presented by Subcommittee – *Sample agenda distributed earlier*
    - Everyone agreed with the change of focus and supports the structure
  - Funding for speakers was discussed as well as options for partially funded support
    - Based on number of recommended talks, it would be best to offer direct billing for lodging
    - Determine how many speakers will receive funding (2014 budget was $5K) - **Subcommittee**
  - Review/grouping of suggested topics from the UEC and CNMS – *distributed earlier by Nazanin*
    - Discuss with Kunlun and Bobby the duration and focus of their workshops - **Tony**
    - Consolidate the outline, send to Ray for review; distribute to the UEC for comments - **Molly**
    - When approved by UEC, there will be a discussion chair assigned for each round table (CNMS and external) and a list of discussion points will be prepared
  - How best to advertise the meeting (clear expectations of attendees for the strategic planning and participation) - **Subcommittee**
  - Invite DOE-BES representative to open the user meeting now that date is set – **Hans**
- **How to evaluate proposal process, what data from CNMS is needed**
  refer to flowchart linked in "Instructions for Submitting Proposal"
  - 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*
- **Implementation of Roles document** (Nazanin)
  - *Deferred to next meeting*

Next Conference Call: April 7, 2015, 10:00am (Eastern Time)