CNMS UEC Agenda, Tuesday, July 7, 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**
  - Offer has been accepted for polymer group leader position; to be announced July 10
  - Proposal Call 2015B: 172 proposals received, 117 approved (68%), 166 notifications complete by 6/23; an additional week was required to finish decisions/notifications due to late reviewers
  - Project extensions for 2014B: 142 projects eligible, applications mailed 6/10, 51 applications received, 36 approved, 15 pending review –should be completed by the end of this week
  - Start-up checks for 2015A: email to 127 PIs on 6/8, just one issue = user having trouble with OIC log-in
- **User Meeting** (Nazanin; Molly) *Planning subcommittee: Eric, Molly, Nazanin, Rafael*
  - Announcement distributed June 30th to ~5500 email recipients
  - Status of registration and abstract submissions as of this morning: 3 registered; 1 abstract received
  - Updates from Roundtables-identify 'loose ends':
    - "Nanoscale" has 4 Invited Speaker slots to fill; "Soft-matter" has 3 slots
    - **Tony** will send emails to the Organizers to confirm or correct the invited/contributed speaker talks
    - **Tony/Sandy** will send formal invitation letters including duration of each talk, travel info
  - Discussion Leaders- Agreed to have 3 per session including one each of UEC member, CNMS staff, external (invited speaker)
    - Candidates were identified; session Organizers to contact and confirm
    - Brad offered assistance to identify a CNMS staff to support "Buried Interfaces" session
  - Solicitation of contributed presenters for roundtables
    - Session organizers to send personal emails to targeted presenters before Abstract deadline (July 15)
  - Assignment of sessions as AM/PM will be determined later based on popularity of topics in Abstracts and Registration submissions
  - Process and schedule for abstract sorting (**Brad**)
    - Abstract deadline currently July 15; send to discussion leads by July 17; return selections by July 23; notifications by July 27
- **Annual UEC Meeting** (Nazanin)
  - Poll to check availability for Tues. evening working dinner or Wed. morning working breakfast - **Sandy**
- **Election Schedule** (Tony)
  - Call for nominations must be distributed by Aug 4, four weeks before User Meeting
  - Open positions: Vice Chair, Secretary, three At Large positions (terms expiring: Zheng, Martyn, Ray)
- **User Newsletter- August issue prep** (Tony/Brad)
  - Send suggestions for article topics to Brad (**all**)
  - Content: User Meeting, Call for Proposals, UEC Election, Research Highlights, New equipment (relate to 2014 survey), Staffing changes including new GL
  - Possible research highlights will be distributed for voting by July 17 – return by July 24: **Brad**
  - Draft should be available by Aug 5; target delivery for Aug 11, one week before User Meeting registration deadline

Next Conference Call: August 4, 2015, 10:00am (Eastern Time)