**Participant Email Templates**

**DSG Eligibility**

Thanks for reaching out to us! It's difficult for us to assess the probability of accepting you as it stands. In a typical data study group, we may accept a few MSc applicants, but the majority will be PhD and postdoc applicants. I suspect it will depend on your background, as well as any relevant experience you have from your current role and how these relate to the challenges.

For reference, as a general rule, we look for the following qualities in a reasonable application:

· familiar with data munging/preparation/visualisation in python/R/julia,

· good at translating real world problems to a mathematical framework,

· have good knowledge of some models which are relevant for one or more challenge, and could go through a "apply-check-iterate" cycle maybe twice within the time allowed,

· desire to, and perhaps have experience working collaboratively with a group of researchers, and are happy to also do some "boring bits" to help the group achieve something in a short time,

· can write a good data science report.

In particular, good open source coding experience (python/R etc.) is very important for the week -- unfortunately the time pressure precludes much "learning on the job". Hopefully this gives you some idea. If in doubt, please apply, and we'll try to make the best judgement we can from the evidence you provide.

**Submission Reminder (for flexi-grant applications)**

Thank you for starting your application for the Alan Turing Institute September Data Study Group.

As applications will close on [date] GMT you have [X] days remaining until the deadline for submission.

In order to meet this deadline, please ensure you have completed all sections of the application. Please note that once you have completed all sections a 'Submit application' button will become available at the bottom of the summary page. You must click the 'Submit application' button for your submission to be completed.

**Candidate Rejection**

Further to your recent application to The Alan Turing Institute Data Study Group, I regret to inform you that on this occasion your application was unsuccessful. We received a large volume of high quality applications and as such, we are unable to provide individual feedback on your application.

There will be opportunities in the future with other Data Study Group events, so if you did not request to be notified in your application form, you can still [register your interest](http://web.turing.ac.uk/cn/ap7zg/newsletter). (<http://web.turing.ac.uk/cn/ap7zg/newsletter>)

The next Data Study Group will be held in [Next date].

Thank you for your interest in The Alan Turing Institute and best wishes for the future.

**Accept Industry (For non-industry delete italic clause)**

I am writing to congratulate you on being accepted on to The Alan Turing Institute Data Study Group from [Date].  
  
The next step is to accept your place by confirming that we have the correct details for you and for you to review and accept our terms and conditions.

[Terms and Conditions](https://mscrmapp-eu.clickdimensions.com/editor/previewversion?accountKey=ap7Zgv2VytEaUcBE7LONkA&version=4&orgname=org653da06a&userlcid=1033&userid=%7b2C05DCA7-99AF-E911-A998-0022480749F0%7d&id=%7bDC121970-3BB5-E911-A97A-002248014CDA%7d&typename=cdi_emailtemplate&sessionId=c43e5d0f-37ec-e911-a812-002248071129) Please note: Terms and conditions are attached to this email for your records. You will sign this digitally on the acceptance page.  
 [web.turing.ac.uk/cn/ap7zg/dsgsept2019](https://mscrmapp-eu.clickdimensions.com/editor/previewversion?accountKey=ap7Zgv2VytEaUcBE7LONkA&version=4&orgname=org653da06a&userlcid=1033&userid=%7b2C05DCA7-99AF-E911-A998-0022480749F0%7d&id=%7bDC121970-3BB5-E911-A97A-002248014CDA%7d&typename=cdi_emailtemplate&sessionId=c43e5d0f-37ec-e911-a812-002248071129)  
(please disable pop-up blocker to see this page)  
  
In preparation for your participation, we will also require a mobile phone number. This will be used to set up your log in accounts and for multi factor authentication that you will use during the week. You should be able to receive calls in the UK with this number and have it on your person during the week.  
  
[*As a participant from industry we would like to confirm with you that, by signing our terms and conditions, you will be participating as an individual in your own right and not as an employee and representative of your organisation*.]  
  
The deadline for accepting your place is [Date].  
The two most important points from the terms and conditions are regarding:

* Intellectual property – any IP generated at the study group will be owned by the Institute and/or the partnering organisations. This means that your employer has no claim to any IP that that you or anyone else generates from your/their participation in the Data Study Group.
* Confidentiality – Some of the data used in the study group is confidential and sensitive. Copying and sharing this data, in any form, may constitute a criminal act. This includes sharing the results and report from the event with your employer. However, those obligations will end when we make the reports publicly available on our website (around 4 months from the end of the event).

If you have any queries, please don’t hesitate to get in touch with us at [datastudygroup@turing.ac.uk](https://mscrmapp-eu.clickdimensions.com/editor/previewversion?accountKey=ap7Zgv2VytEaUcBE7LONkA&version=4&orgname=org653da06a&userlcid=1033&userid=%7b2C05DCA7-99AF-E911-A998-0022480749F0%7d&id=%7bDC121970-3BB5-E911-A97A-002248014CDA%7d&typename=cdi_emailtemplate&sessionId=c43e5d0f-37ec-e911-a812-002248071129)  
  
You will shortly receive a programme of events for the week, and all the details with regards to the accommodation, if you have requested it.

We look forward to seeing you at the Study Group and we’re confident that you’ll have a great week with us.

**Reminder to Confirm Attendance**

Further to our email on [Date], we have not yet received your Data Study Group acceptance via the online form. This is a gentle reminder, as the deadline is approaching.

Please follow the link to confirm your attendance: [[web.turing.ac.uk/cn/ap7zg/dsgsept2019](http://web.turing.ac.uk/cn/ap7zg/dsgsept2019)]

**Accommodation Confirmation**

Please consider this email confirmation that your accommodation for The Alan Turing Institute Data Study Group 2-6 September has been booked from [Date]and is a 10-minute walk from the institute.

Accommodation will be held at the LSE halls of residence:

[Passfield Hall

1-7 Endsleigh Place

London

WC1H 0PW]

<https://www.lsevacations.co.uk/Accommodation/Passfield-Hall/Passfield-Hall.aspx>

Please follow the link to directions from The Alan Turing Institute: <https://bit.ly/33K9O7p>

Check in time is from [3pm] and check out is no later than [10.30am]. The Hall may reserve the right to charge an additional night for late check outs.

If you arrive earlier than [3pm], you may store your luggage free of charge at the Hall. On departure date you can also store luggage if leaving later than [10.30am], however, luggage cannot be left overnight.

Upon arrival you may be asked for a payment card, this will not be charged unless you are late to check out or incur any other expenses during your stay. Breakfast is included and is free of charge.

Please let us know as soon as possible if you would like to amend your booking or if you have any further questions about your reservation.

**Last Chance Accommodation**

This is a reminder that you have not requested any accommodation during the Data Study Group Week. We have a limited number of available rooms available just a 10-minute walk from the institute for those who are travelling from further away. These will be allocated on a first come first serve basis.

Accommodation is free of charge and includes breakfast.

Please let me know as soon as possible if you wish to reserve a room.

**Joining Instructions**

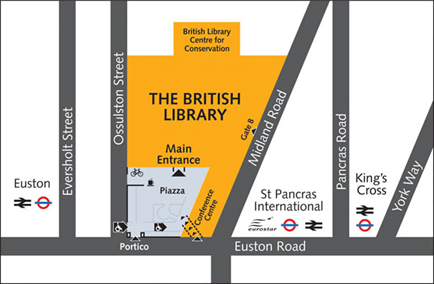
The data study group is a few days away so we would like to give you some updates and information. Please read this email carefully as it contains important information on getting to the Turing, on accessing the analytical environments and communication.

Coming to the Turing

**The Alan Turing Institute**

British Library  
96 Euston Road

NW1 2DB London



The Data Study Group (DSG) will begin on Monday (XX/MM) morning with presentations starting at 10:00. Please ensure you have arrived at the Turing by 09:45 at the latest (see the attached agenda). You will need to enter the British Library **via gate 8** on Midland Rd (please see the attached map) and someone from the Turing will be waiting to take you to the Institute. The British Library will not open until 09:30, so you will not be able to come in through the main entrance – use gate 8!

**Please bring some photo ID with you**. On arrival. you will be given a lanyard with your name on it.

**When you are with us, please always wear the lanyard, making sure it is visible at all times.** While the DSG team will get to know most of you, the Turing will be continuing its daily operations, and many of the staff will not.

Accommodation (for participants)

All participants who requested accommodation have already been notified. If you did not receive an email earlier, please **contact us immediately**. Please check your spam folder. For those checking in on Sunday, if you have any issues, please call my number in the signature below.

Notice for people arriving in London on Monday: If you are arriving in London early, you can go to the [LSE halls] and check in before coming to the Library. However, if you are unable to check in the morning, you can come to the Library directly with your luggage (via gate 8).

**Remember to bring your laptop and mobile phone.**

Turing Data Safe Haven

To ensure a smooth beginning to your DSG experience, we would like you to set up your password and multifactor authentication in advance. These will be required for connecting and accessing the environment.

Please follow the instructions in the attached file: User Account Setup v2.pdf

When you have done all this please go to (still use incognito mode):

<https://rds.dsgroup10.co.uk/RDWeb/webclient/>

Successful log in and you should see this:



You can click on the “presentation server” and you should see a “connecting” message – check your phone as you will be getting a call or notification that you will need to authorise. Once authorised, you should be logged into a windows environment.

Then success! You are ready to access the data and the environments.

*Note: In the environment you are now connected to, there is no data. During the week you will have access to the other VMs, but for this sandpit, apart from the presentation server, they will not work.*

If you only see “Work Resources” in the top left of your browser, but with no icons please let us know in Slack “#tech-help” channel (see below)

If you have any other issues, please also let us know here so we can look and help where we can – however there will be minimal support over the weekend.

Communication with each other

For internal communications we invite all participants to the DSG slack channel.

Invite link for Turing DSG slack: <https://join.slack.com/t/turingdsg/shared_invite/enQtNzQ1NzIwNzIzNTkwLTg2NTQ3NGJiMWU4OGZjYTMxNzdmY2EzMTJjZWZjMzZhMDE5ZDU5NGNlYTM2Mzk5MDdkMzlkMTA0NmExODNhZTk>

When you get in, go to the #introductions channel and say hello to your new friends. If you don’t see it, click on “Channels” and select it.

Due to the confidentiality of some of the challenges, it is imperative that no discussions on the actual data itself shall be conducted on the slack channel. This will be policed, and we will ask you to delete chats that refer to the actual data.

Please use the slack channel to organise in your groups, ask the executive team for additional help, IT support, and to ask any big data science questions that may stump you in your challenge quest. In the spirit of collaboration everyone is involved is technical support for data science.

Please note that participants from previous DSGs are also still in the slack channel. Sometimes they may chip in with some advise!

Code of Conduct

Please note that when you enter the Slack (and arrive at the hotel) the Code of Conduct is in effect.

<https://docs.google.com/document/d/1c8cWCFd2LM27jEdDYbS7YL0-zgX_7AE5-1Vf7z8nEOA/edit?usp=sharing>

This Code of conduct is not intended as a static set of rules by which everyone must abide. Rather, you are invited to make suggestions for updates or clarifications within the google document.

Challenge Descriptions

Detailed descriptions of the 4 challenges are in the Challenge description pack attached.

Expense Claims Forms (for participants)

Attached are **TWO** forms (Expense claims and Expense policy) that will need to be completed to claim your travel expenses. You will need to **submit all receipts and tickets** that you are claiming for to be reimbursed.

We look forward to meeting you all and for having a great week.

*NB: Attach expenses forms, agenda for the week, participant pack, challenge description pack.*