

# Tea Time Talks Preparation Checklist

## **THINGS TO DISCUSS WITH THE TTT ORGANIZING FACULTY**

- ☐ Start date (e.g. June 7)
- ☐ Days of the week (e.g. Monday, Wednesday and Friday)
- ☐ Room (e.g. CSC 3-33)
- ☐ Time (typically, 4:15 pm to 4:45 pm)
- ☐ Conferences that will interfere with talk attendance
- ☐ Recording policy (e.g. all talks recorded)
- ☐ Organization of the first two weeks of the talks (see below: WEEK 1, PIs)

## **WEEK 1**

### **Calendars**

- ☐ Setup a NEW appointment calendar labelled as “YEAR Tea Time Talks Appointments” (e.g. 2021 Tea Time Talks Appointments)
  - ☐ In this appointment calendar, add all the tea time talk appointments by setting up a recurring appointment. The appointment will run from 4:15 pm to 4:45 pm on the days selected by the faculty in charge of the talks.
  - ☐ Remove holiday dates from the calendar (e.g. July 1st - Canada Day and August 2nd - Heritage Day).
  - ☐ Remove conference dates that will interfere with the tea time talks from the calendar.
  - ☐ It is my suggestion that you enable email notifications for the appointment calendar. This way you will always have a history of bookings and changes. It may come in handy!! To do this, select “settings and sharing” for the calendar and scroll down to “other notifications”. For the first four options, select “email” from the drop down menu.
- ☐ Setup a NEW (website) calendar labelled as “YEAR Tea Time Talks” (e.g. 2021 Tea Time Talks). This calendar will be used on the website and will not be directly modifiable by students/faculty.
- ☐ Add syncing capability between the calendars. See appendix A.

IMPORTANT: Test syncing before proceeding to the PIs step.

IMPORTANT: The website calendar will be modified through syncing. All bookings should be made to the appointment calendar!! If you make changes to the website calendar, the changes will be overwritten by the syncing process. All appointments will be deleted with each sync.

### **PIs**

- ☐ Discuss with the primary TTT organizing faculty how the first two weeks of talks will be organized. Traditionally, RLAI PIs will speak during the first two weeks. Students can present anytime after that. (Rich Sutton is generally the first speaker of the talks and you are expected to book this talk for him.)

- ❑ If you have been instructed to book in a talk for other PIs, do so. Email them about your instructions (so they know why you are booking them), book them and add their email to the calendar event so they are sent an invitation.
- ❑ Email all of the remaining RLAI PIs (see RLAI website) and request that they sign up for a tea time talk. Send them a link to the appointment calendar, where they can sign up for a date themselves. (You can get this link by clicking on an appointment within the calendar and select “go to appointment page for this calendar”. Disclose that you will be opening up the appointment calendar to the students in the following week. You may need to be persistent in emailing the PIs to get them to sign up.)

## **WEEK 2**

### **Website**

- ❑ Obtain access to the Tea Time Talks repository.
- ❑ Update the website as needed: <https://amiithinks.github.io/tea-time-talks/>
  - ❑ Update the calendar
  - ❑ Update the sign up link
  - ❑ Update the dates/times (if needed)
  - ❑ Update talk location (if needed)
  - ❑ Create a link to last year’s TTT info, including abstracts and youtube videos (see archive section)

### **Amii Slack**

- ❑ In the #rlai-meetings channel, make a TTT announcement.
  - ❑ Mention the tea time talks start date and add the appointment calendar link so that the students can sign up on their own.
  - ❑ Indicate how long you will leave the sign up sheet accessible.
  - ❑ Indicate that after the close date, unfilled spots will be randomly assigned among the #rlai-meetings channel members.
  - ❑ Indicate any rules.
    - ❑ In 2021, we want to implement a rule that you MUST provide 14 days notice if you wish to cancel your booking. We are hoping that this rule will help reduce any last minute cancellations (which are very difficult for organizers to handle).

## **WEEK 3/4**

### **Amii Slack**

- ❑ In the #rlai-meetings channel, make a reminder TTT announcement.
  - ❑ Include what you feel is necessary in the reminder.
  - ❑ Indicate the deadline for signing up (this pushes people to sign up on their own).

## **Random Assignment**

- ☐ Once the deadline has passed, you must pseudo-randomly assign a talk to the members of the #rlai-meetings channel.
  - ☐ Create a spreadsheet with all the names in the channel.
  - ☐ Within this spreadsheet, annotate the names of people who are no longer students, are away on internships, etc. (You may need to consult with another student to get this information.)
  - ☐ From the remaining names:
    - ☐ Assign senior students to the first two months of the talks.
    - ☐ Assign new students to the last month of the talks (giving them extra time to learn about the structure of the talks, find a topic, etc.)

## **4 WEEKS PRIOR TO THE START OF THE TALKS**

### **Amii Slack**

- ☐ In the #rlai-meetings channel, make an announcement requesting volunteers to help with the tea time talks. Possible volunteer roles include:
  - ☐ Making tea and preparing cookies prior to the start of the talks (4 pm - 4:15 pm)
  - ☐ Setting up recording equipment and recording the talk
  - ☐ TWO people to assist with video editing

### **Google Drive**

- ☐ Confirm which Amii representative will be uploading videos to YouTube. (In the past, this role was assigned to Brittany Ayotte. She can be reached on the Amii slack.)
- ☐ Setup a google drive folder that is shared with the Amii representative. Within this folder, create a subfolder named “authorization forms”. Create a second subfolder named “videos for youtube”. (You can choose different names but be clear on which videos can be uploaded to YouTube and which videos cannot be uploaded.)

## **TALKS**

- ☐ A week (or two) before a talk:
  - ☐ Send an email to the speaker to remind them of their talk and (for students only) to obtain signed consent to record the talk. The authorization form that must be filled out by students is included in the authorization form folder within the Tea Time Talks GitHub repository. Remind them to send you the title and abstract 48 hours before the talk. A sample email is included in Appendix B.
- ☐ A day before a talk:
  - ☐ Contact the speaker to request a title and abstract for their talk, if you have not already received it.
  - ☐ Add the title and abstract to the calendar event description (in the appointment calendar).
  - ☐ Send an email with the talk details to the RALI Group Digest (see Appendix C).
- ☐ Before each talk:

- ☐ Prepare tea and cookies (volunteer duties)
- ☐ Start-up audio/video equipment for the speaker
- ☐ Set up recording equipment
- ☐ Help the speaker setup (if needed)
- ☐ Arrange chairs (if needed)
  - ☐ If you have a talk by a prominent speaker, you may need to take out chairs from the storage (in CSC 3-33) and place them out for attendees.
- ☐ After each talk:
  - ☐ Edit the recording (volunteer duties).
  - ☐ Put both the recording and signed authorization into the shared Google Drive (the recording will be added to the Amii Intelligence YouTube channel).
- ☐ At the end of each week:
  - ☐ Email the Amii representative that new, edited videos are ready to be uploaded to YouTube.

## Appendix A: Calendar Syncing

- ❑ Go to <https://script.google.com/> and set up a new project.
- ❑ Label this project “TTT Script (MONTH)” (e.g. TTT Script (June)).
- ❑ Copy the below script to your project and then modify the following:
  - ❑ Appointments calendar ID (line 3)
  - ❑ Publishing calendar ID (line 6)
  - ❑ TWO dates (line 15)
    - ❑ The first date is the first day of the (selected) month.
    - ❑ The second date is the last day of the (selected) month.
    - ❑ Make sure you also update the year.
  - ❑ Repeat updating the dates (lines 22 and 28)
  - ❑ Location (line 34)
- ❑ Create a script for each month, modifying the dates appropriately. Why do we create a script for each month? Google has a limitation on each script on how many calendar events can be modified/deleted/created. If we have three/four different scripts, this expands our limits.
- ❑ Add a trigger to each TTT script. Select: time driven, day timer and midnight to 1 am. Additionally, set a failure notification setting that is appropriate for you (e.g. notify immediately).

You have now created a calendar syncing function that will sync the two calendars at midnight, every day. Once you no longer need to update the calendar for a month, you can stop the triggers.

```
function myFunction() {  
  // get appointments calendar  
  var appointments =  
CalendarApp.getCalendarById('c_dibnvt4gumpfv7d2pg7rgmjrrjg@group.calendar.google.com');  
  // get publishing calendar  
  var publish =  
CalendarApp.getCalendarById('c_6k84j44lkgb8s1i3qihvu2s9t8@group.calendar.google.com');  
  // delete cancelled events in appointments calendar  
  var events = appointments.getEvents(new Date('June 1, 2021 00:00:00 UTC'),  
new Date('July 1, 2021 00:00:00 UTC'));  
  for (var i = 0, len = events.length; i < len; i++){  
    var guestlist = events[i].getGuestList()
```

```

var del = 0
for (var j = 0, lenj = guestlist.length; j < lenj; j++){
    if (guestlist[j].getGuestStatus() == CalendarApp.GuestStatus.NO) {
        MailApp.sendEmail('sschoepp@ualberta.ca', 'TTT Calendar Event Deleted',
'Event title: ' + events[i].getTitle() + '\nDate event created: ' +
events[i].getDateCreated() + '\nEvent description: ' +
events[i].getDescription())
        events[i].deleteEvent()
    }
}

// delete all events from published calendar (this is done to remove
cancelled events)
var events = publish.getEvents(new Date('June 1, 2021 00:00:00 UTC'), new
Date('July 1, 2021 00:00:00 UTC'));
for (var i = 0, len = events.length; i < len; i++) {
    events[i].deleteEvent()
}

// add all events from appointments calendar to published calendar
var events = appointments.getEvents(new Date('June 1, 2021 00:00:00 UTC'),
new Date('July 1, 2021 00:00:00 UTC'));
for (var i = 0, len = events.length; i < len; i++){
    var event = publish.createEvent(events[i].getTitle(),
                                    events[i].getStartTime(),
                                    events[i].getEndTime(),
                                    {location:
'https://ualberta-ca.zoom.us/j/98022636371?pwd=VVR4WEN0ci8wY3NJOEVMVTdWMFZ6UT0
9',
                                    description: events[i].getDescription()});
    event.addPopupReminder(10)
}
}

```

## Appendix B: Student Emails

You should remind each speaker of their talk approximately one week prior to their scheduled date. The email you send to PIs and students may be different.

Below is a template of the email sent to students for the 2021 Tea Time Talks:

Hi <PRESENTER NAME>,

You are scheduled for a tea time talk on <DAY OF THE WEEK>, <MONTH> <DATE>..

Please send me the title and abstract of your talk **at least 48 hours prior** to your talk. This way, I can add your talk details to the TTT calendar event and include it in the RLAI mailing list emails.

This year, we are encouraging students to decide on whether their talks are recorded and uploaded to the Amii Intelligence YouTube channel. If your talk is about previously published work, we encourage you to allow recording and uploading. However, if your talk contains unpublished work, we understand that you may not wish to publicly share your ideas.

To make each student more comfortable with this process, we can provide a link to the recorded talk prior to uploading the recording on YouTube. After you view the recording, you can approve or disapprove uploading of the recording to YouTube. Alternatively, you can provide pre-authorization for both recording and uploading to YouTube prior to your talk.

We will not publish your recording without **written authorization**.

Please email me with your decision on 1) recording and 2) uploading to YouTube **at least 48 hours prior** to your talk. If opting for both (without previewing), please fill out the attached authorization form and return it to me.

Thank you,  
<YOUR NAME>

## Appendix C: RLAI Group Digest

The RLAI Group Digest is a mailing list that emails all subscribers with the information that is sent to it. The email address for the mailing list is [rlaigroup@mailman.srv.ualberta.ca](mailto:rlaigroup@mailman.srv.ualberta.ca).

You will need to send each speaker's talk information to this mailing list the 24 hours BEFORE the talk. This does two things: 1) allows time for approval by a mailing list moderator and 2) includes the email in the Digest for the following day.

Below is an email template used for the 2020 Tea Time Talks:

Hello RLAIers,

Please join us today (<DAY OF WEEK>, <DAY> <MONTH>) at  
<LINK TO ZOOM>  
for a talk by <PRESENTER NAME HERE>.

The talk will run from 4:15 pm - 4:35 pm, followed by 10 minutes for questions. The talk will be recorded and subsequently uploaded to the Amii Intelligence YouTube channel. If you wish to attend anonymously, please check your Zoom privacy settings before joining the meeting.

Title: <TITLE HERE>

Abstract: <ABSTRACT HERE>

See you there!

<https://amiithinks.github.io/tea-time-talks/>