**R/Medicine Conference 2022 Planning Meeting – Follow Ups**

06/29/22

**Key Info at a Glance**

* Dates
  + CFP Notifications: Friday 7/1
    - Accept/decline response due 7/7
    - Headshots/bios uploaded 7/15
  + Final schedule posted: 7/8
    - Speakers to check schedule for problems: 7/12
  + rstudio::conf in DC: 7/25-28
  + Pre-recorded videos and posters due: Thursday, 8/19
  + Event Dates: Tuesday, August 23 – Friday, August 26
    - 8/23-24 pre-conference workshops (Zoom)
    - 8/24 poster session (SpatialChat)
    - 8/25-26 main conference (Hopin)
* Presentation types
  + Session Presentations (typically 30 minutes in length)
  + Panel Discussion (typically 30 minutes in length)
  + Lightning Talk (typically 10 minutes in length)
  + BoF (typically 30 minutes in length)
* Registrations: 46 -> 61 -> 77 -> 91 -> 112 -> 138 -> 158
* Program
  + CFPs: 3 -> 3 (13 in progress) -> 7 (17 in progress) -> 7 (24 in progress) -> 10 -> **18**

**New business**

* Create survey for accepted and invited presenters – Emily to set up
  + Accept/decline
  + Title
  + Time zone
  + Pre-recorded vs live (only pre-recorded allowed for lightning talks)
  + OK to publish on YouTube
* Review accept/decline/waitlist letters for submitted abstracts
  + Make sure dates stated agree with dates written in “Key Info at a Glance” section above
  + Ask people to fill out the survey (see previous bullet point)
  + For ACCEPT, we need to inform authors about the format we request them to follow (regular talk / lightning talk / workshop / poster). Some people might be upgraded or downgraded from what they requested for, this must be clear in the letter
  + Remove “SESSION FORMAT” section
  + Mention that we will post a Virtual Speaker Guide
  + Don’t make people upload slides ☺
  + Everyone who submitted and abstract and all invited speakers should get free registration (make **RMEDVSN2022** 100% off)
* **Accept/decline letters out by Friday 7/1** – Steve to work with Emily
* We will also need a version of the ACCEPT letter for invited speakers who didn’t submit an abstract
* Repost an updated version of the **Virtual Speaker Guide** on the 2022 site: <https://r-medicine-2021.netlify.app/virtual-speaker-guide> - Emily to take first stab then have program committee make revisions
* At a later point, we will need to send an email to presenters with
  + A link to the Virtual Speaker Guide
  + A place to upload pre-recorded presentations

**Operations**

* Platforms
  + Hopin for main platform and sponsor booths – Emily to work on pricing for supporting conference in excess of event-in-a-box
  + Zoom for workshops: Events team will be platform owner. Responsible for setting up rooms for specific times, making sure settings are correct for workshops (participants muted and camera off; non-verbal feedback active).
  + Twitter: Someone should tweet actively during the conference

**Web site**

* URL: [https://r-medicine.org](https://r-medicine.org/)
* Changes – Emily to work on this
  + Add missing workshops to 6/23 (Marek Rogala, Joy Payton)
  + Add Speaker tab to the page (Virtual speaker guide)
  + Add Past Events tab to the page

**Marketing/Communication**

* Social Calendar: <https://bit.ly/rmed22socialcalendar>
* Advertise additional workshops (Marek Rogala, Joy Payton) – Laura to add to tweet schedule
* Swag – send everything to hotel
  + Printed T-shirts (3 larges) – Elisa to draft a design on VP
  + R consortium and R/Medicine hex stickers (500 each) – Stephan to make a design and order
  + Printed sponsorship prospectus (20) – Elisa to look into – VP? FedEx Kinko?
  + Tableskirt showing R consortium and R/Medicine logos (6’ table sized) – Elisa to look into
  + Needed by rstudio::conf (7/25)

**Program**

* Conference Schedule: <https://bit.ly/rmed2022schedule>
* Do we need additional invited talks? Hold off until next week

**Sponsorships/Partnerships**

* Appsilon: yes! ($5K) – Joanna to work with Emily on contract and payment
* RStudio: yes! ($5K) – Emily to work with Anne on contract and payment
* Metrum – Mike to follow up, will also ask for a talk