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

07/06/22

**Key Info at a Glance**

* Dates
  + CFP Notifications: Friday 7/1 ✓
    - Accept/decline response due 7/7
    - Headshots/bios uploaded 7/15
    - “Accept” email to invited speakers: ?/?? *(decide next week when schedule is more fleshed out)*
    - Follow up email to speakers with final instructions and place to upload prerecorded talks: 8/5
  + 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)
    - 8/25-26 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)
* Registrations: 46 -> 61 -> 77 -> 91 -> 112 -> 138 -> 158 -> 183
* Program
  + CFPs: 3 -> 3 (13 in progress) -> 7 (17 in progress) -> 7 (24 in progress) -> 10 -> **18**
  + Confirmed from CFP: 8 (waiting for 7)

**New business**

* Can we publish sched.com asap? We asked speakers to check it by 7/8. OK to have some gaps in there. – Beth will update Google Sheet schedule. Emily to send reminder to 7 speakers who haven’t yet responded. Emily will use Google Sheet to populate sched.com.

**Program**

* Conference Schedule: <https://bit.ly/rmed2022schedule>
* Add Garrett Grolemund, Gloria Kang to schedule
* Do we need additional invited talks? – revisit next week

**Operations**

* Platforms
  + Hopin for main platform and sponsor booths – Emily to request admin rights from Laura
  + 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). *No need to be online the entire time.*
  + 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
  + 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
  + Add Past Events tab to the page

**Marketing/Communication**

* Social Calendar: <https://bit.ly/rmed22socialcalendar>
* Swag – send everything to hotel (Gaylord National, D.C.)
  + Printed T-shirts (3 larges) – Elisa to draft a design on VP
  + R consortium and R/Medicine hex stickers (500 each) – ordered
  + 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)

**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

Outreach email template:

Hi XXX,

I’m on the organizing/program committee for R/Medicine 2022, and I’m writing because I thought you might be interested because (INSERT REASON HERE)!

R/Medicine is now in its 5th year and again we’re completely virtual. The conference will be from 8/23-26, and we will have two days of workshops followed by two days of contributed talks and keynotes delivered by JJ Allaire and Frank Harrell.

We have an awesome line-up of workshops, including:

* Introduction to R for Medical Data (Stephan Kadauke, Joe Rudolf, Patrick Mathias)
* Reproducible Research with Quarto (Tom Mock)
* Tabulating biomedical data with {gtsummary} (Dan Sjoberg)
* Geospatial data analysis and visualization (Sherrie Xie)
* Gene Expression Analysis with R (Piru Pereampalam)
* Dashboards with Shiny (Chris Beeley)

Registration costs are really low - $10 for students, $15 for academics, and $40 regular. This is early bird pricing and will go up on 6/17. Workshops are included in the registration cost!

As a small additional incentive, we are providing a 10% discount code for YOUR INSTITUTION members: **RMED22XXX**.

Here’s the link to the conference web page: [https://r-medicine.org](https://r-medicine.org/). I hope you take a look! And please share with anyone else who might be interested!

Best,

XXX