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

07/13/22

**Key Info at a Glance**

* Dates
  + Program
    - “Accept” email to invited speakers: 7/15
    - Headshots/bios uploaded 7/20
    - Follow up email to speakers with final instructions and place to upload prerecorded talks: 8/5
  + Final schedule posted: 7/27
    - Speakers to check schedule for problems: 7/20
  + 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)
* Registrations: 46 -> 61 -> 77 -> 91 -> 112 -> 138 -> 158 -> 183 -> 201

**New business**

* Will discuss leadership transition at an upcoming meeting

**Program**

* Conference Schedule
  + Google Sheet: <https://bit.ly/rmed2022schedule> - Stephan to ask Joanna (Appsilon) about Marcin’s talk
  + Public: <https://events.linuxfoundation.org/r-medicine/program/schedule/> - Emily will update sched.com and reach out to invited speakers (or all speakers?) to check times and upload headshots – email should go out by 7/15 with stated due date for speakers on 7/20

**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
  + Change “View all Events” tab so that there are separate links to the web sites of R/Medicine 2021, R/Medicine 2020, R/Medicine 2019, and R/Medicine 2018

**Marketing/Communication**

* Social Calendar: <https://bit.ly/rmed22socialcalendar> - Laura to add tweet announcing Garrett’s talk; announce final schedule on website on/around 7/27.
* Swag – send everything to hotel (Gaylord National, D.C.)
  + Printed sponsorship prospectus (20) – Stephan to request
  + Printed bookmark (50) – Stephan to request
  + 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