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

07/20/22

**Key Info at a Glance**

* Dates
  + Program
    - Headshots/bios uploaded and schedule checked 7/20
    - Reminder email to pester people who haven’t updated their schedule 7/21 and/or 7/25
    - Ask people to register (for free) and tell them about the virtual speaker guide 7/25
    - Follow up email with place to upload prerecorded talks: 8/5
  + Final schedule posted: 7/27
  + 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 -> 212

**New business**

* R/Medicine Leadership Transition
  + Everyone please send nominations for 1 **Conference Chair**, 1 **Program Chair**, and any number of **New Committee Members** to Stephan
  + Stephan to aggregate nominations next week and ask Chairs to confirm
  + Beth will announce Chairs at day 2 opening remarks
* **RMED22RSCONF** 10%

**Program**

* How to keep schedules in sync? Google spreadsheet vs Sched.com vs Hopin
  + Emily’s team to do a weekly sweep to keep things in sync
  + If anyone makes changes in Google Doc, tag/email Emily
* Stephan to ask Dan Holmes (20 min talk 5:00 PM Eastern 8/26)
* Steve Schwager to ask one person (20 min talk 5:22 PM Eastern 8/26)
* 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/>

**Operations**

* Platforms
  + Hopin for main platform and sponsor booths – Emily’s team will build event, do sponsor communication. Speakers will get link to platform 1 week ahead of time. There is a recording for speakers, there will be an office hours to test. On the day of the conference, speakers will join in green room from which they move to the session. Attendee communications will be handled as well. Need an MC to fill gaps and show sponsor slide if there is a break between talks.
  + 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.*
    - Need to communicate to workshop presenters that we will provide the Zoom room but they need to set up their own RStudio.cloud environment (and we encourage this). Workshop signups will shut off on Friday before the conference leaders can send a welcome email (this will have to go through Emily because GDPR). This needs to be promoted on Twitter. They should recruit their own TAs (but we can give TAs free admission). Target date to send out email 7/25. Ask if recording OK (assure them that we won’t record participants’ video streams). How long? Final title? Could have a nagging reminder 7/29 and if needed 8/1
    - When to publish workshop signups? 8/2?
  + 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> - Stephan to get back to Emily
  + 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 – Emily to follow up with web team

**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. Stephan to f/u
* Swag – send everything to hotel (Gaylord National, D.C.)
  + Printed sponsorship prospectus (20) – Stephan to order
  + Printed bookmark (50) – Stephan to design and order
  + Printed business cards 10% off promo RSconf w/ QR code to r-medicine.org
  + 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