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

08/03/22

**Key Info at a Glance**

* Dates
  + Program
    - Follow up email with place to upload prerecorded talks: 8/5
  + Workshops
    - Reminder email to workshop instructors 8/3
    - Sign up email sent out 8/8
    - Deadline for signing up for workshops: 8/20 (but really close 8/21)
  + 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 -> 265

**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

**Program**

* Emily to reach out to folks who haven’t yet given title
* Steve Schwager to ask one person (20 min talk 5:22 PM Eastern 8/26) – otherwide Dan to reach out to Jacob Zelko
* 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
* Conference Schedule
  + Google Sheet: <https://bit.ly/rmed2022schedule>
  + 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 Sunday before the conference leaders can send a welcome email (this will have to go through Emily because GDPR). Encourage workshop leaders to promote the workshop on Twitter. They should recruit their own TAs (but we can give TAs free admission).
  + Twitter: Someone should tweet actively during the conference

**Web site**

* URL: [https://r-medicine.org](https://r-medicine.org/)

**Marketing/Communication**

* Social Calendar: <https://bit.ly/rmed22socialcalendar> - Katilin will draft some tweets (JJ Allaire, Garrett Grolemund, Paul Harris, deadline for signing up for workshops approaching) and send to Stephan for review

**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