PLANNING E2M2

**7-9 Months Ahead**

* Set dates
  + 1-2 days for R Bootcamp and office hours
  + 6-7 days for workshop
  + 2 half days for travel (if at ValBio, 2 days for travel)
  + 1 day for office hours
  + 1 day for final symposium
  + = 9-13 days total
* Define budget
* Determine number of students to invite
* Begin negotiating with hotels
  + ValBio, Ranomafana – contact Prisca Oliva Andriambinintsoa ([priscandry@yahoo.fr](mailto:priscandry@yahoo.fr))
    - Pros: Ranomafana National Park
    - Cons: very long travel days
  + Hotel Cyperus, Andasibe
    - Pros: shorter travel days, Andasibe National Park
    - Cons: very slow meals, no wifi in student rooms
  + Other option: Hotel Sakamanga, Madagascar Biodiversity Center
  + Other notes on negotiating with hotels:
    - Specify that students are Malagasy and frequently prefer simpler Malagasy food over hotel restaurant menus
    - Likely only need one coffee break per day, and can specify that only one snack is needed at each coffee break

**6 Months Ahead**

* Create E2M2 application. Currently, this is all done on AirTable and the workspace is copied over every year but highly recommend migrating to Google Drive. Example application is here: <https://airtable.com/appj1BhwDs8BaYPO8/shrtcJp9bQMxJnef1>.
  + Set the deadline for application ~1 month after opening the application.
* Update website to include the application link and dates of E2M2.
* Advertise E2M2 application (sample advertisement is located in the planning\_E2M2 folder on github, 2025\_advertisement.docx). Cara has a list of contacts for sharing this advertisement.
* Reach out to international instructors for their Madagascar schedules
  + Andres Garchitorena
  + Michelle Evans

**5 Months Ahead**

* Review applications (template rubric located in the planning\_E2M2 folder on github, applicant\_rubric\_template.xlsx)
* Email acceptances, waitlist, and rejections to students (email templates for each located in the planning\_E2M2 folder on github, application\_response\_emails.docx)
* Ask accepted students to fill out form with details on dietary restrictions and T-shirt sizes. Example form is here: <https://airtable.com/appT0M0ROvIMazT2L/shrfpSN62dxVbtFUz>
* Open application for mentors and distribute among previous E2M2 students. Example application is here: <https://airtable.com/appj1BhwDs8BaYPO8/pagZTzBJHAFVDA7lX/form>

**4 Months Ahead**

* Reach out to Madagascar-based lecturers / guest lecturers
  + Aristide Andrianarimisa, Wildlife Conservation Society (aristide@wcs.org)
  + Luc Samison, Centre d’Infectiologie Charles Merieux (drsamison@yahoo.fr)
  + Marius Rakotondramanga, Institut Pasteur (jean.marius.g@gmail.com)
  + Felana Ihantamalala ([felana.angella@gmail.com](mailto:felana.angella@gmail.com))
  + Tanjona Ramiadantsoa ([tanjona.ramiadantsoa@gmail.com](mailto:tanjona.ramiadantsoa@gmail.com))
  + \* Mirana, Institut Pasteur ([eliharintsoa@gmail.com](mailto:eliharintsoa@gmail.com)) said she was interested in designing a lecture for a future E2M2
* Review applications from mentors and notify selected mentors. Email example is included in the github, application\_response\_emails.docx.
* Set syllabus for E2M2 (previous years’ syllabi are on the E2M2 website). Encouraged lessons are:
  + R Bootcamp (1-2 days)
  + Student & Instructor Introductions
  + Data and Models
  + Simple Statistics + Tutorial
  + Linear Regression + Tutorial
  + Mixed Modeling (but do not include GAMs) + Tutorial
  + Introduction to Mechanistic Modeling + Tutorial (2 hours)
  + Formulating Research Questions series (parts 1, 2, and 3) – instructor guides are in the planning\_E2M2 folder, Formulating Research Questions-Activity-Instructions-1.docx and Formulating Research Questions-Activity-Instructions-2.docx.
  + Model Fitting + Tutorial (1 hour)
  + Model Selection and Comparison + Tutorial
  + Life Cycle of a Modeling Project / Research Seminar (1 hour)
  + Model Telephone
  + Dynamical Fever
  + Epidemic Cards Game (1.5 hours)
  + Model Fitting with Epidemic Cards (1.5 hours)
* Optional lessons to include are:
  + Spatial Analysis and Visualization + Tutorial
  + Introduction to Phylogenetic Analysis + Tutorial
  + Occupancy Modeling + Tutorial
  + Network Modeling + Tutorial

**3 Months Ahead**

* Negotiate transportation to E2M2 site (Avotra has contacted the buses previously used). Verify whether the quote is for two driving days or if the drivers are intending to stay at the E2M2 location.
* Get quotes for then order T-shirts (get extras on top of what students requested)
  + 2025 supplier: Olivia Rasamimanana ([oliviarasamimanana7@gmail.com](mailto:oliviarasamimanana7@gmail.com))
* Once all students and instructors are confirmed, communicate dietary restrictions to the hotel.
* Make arrangements for space needed in Tana. Email Tanjona Ramiadantsoa ([tanjona.ramiadantsoa@gmail.com](mailto:tanjona.ramiadantsoa@gmail.com)) to reserve 1) MBC seminar room for R Bootcamp, 2) MBC seminar room for post-workshop office hours, 3) MBC seminar room for Final Symposium, and 4) MBC space [for example the kitchen/conference room for snacks at the Final Symposium.

**2 Months Ahead**

* Finalize E2M2 invoice to send to Ekipa. Example UChicago invoice included in the planning\_e2m2 folder on github, example\_invoice.docx). Frequently includes:
  + Food and lodging for students
  + Transportation fees for bus to and from E2M2 location
  + Instructor lodging and food
  + T-shirts
  + Reimbursement for students traveling to Antananarivo from their home universities
  + National Park entry fees – day walk
  + National Park entry fees – night walk
  + Food for final symposium
  + Snacks for travel
* Update website with the syllabus.
* Email students with information about the location, the syllabus, the bootcamp, the preparatory modules, and the schedule. Example email text included in the planning\_e2m2 folder, e2m2\_communication\_email.docx.
  + This email can also assign the introduction slide as homework.

**1 Month Ahead**

* Follow up with instructors about their teaching assignments. You can ask for slides/tutorials in advance but be prepared for updates to be made the week or day of the lecture.
* Organize food for the Final Symposium. Avotra has previously coordinated with a Tana catering company.

**1-2 Weeks Ahead**

* Finalize E2M2 packing list and locate all items (some, like name tags, may be stored in the Chicago lab and will need to be packed):

|  |  |
| --- | --- |
| **Item** | **Packed?** |
| Playing cards (approximately 1 deck per 4 students) |  |
| White board + markers |  |
| Notebooks + pens |  |
| Name tags |  |
| Prises (power cords) |  |
| Adapters |  |
| Ekipa wifi router |  |
| First aid kit |  |
| Bug spray |  |
| Sunscreen |  |
| Head lamps |  |
| T-shirts |  |
| Snacks for bus ride / bootcamp |  |

* Email reminder to students about:
  + Packing list (clothes for two hikes, weather reminders [especially if winter], computers)
  + Meeting times for R Bootcamp
  + Meeting time for departure to E2M2
  + If instructors have provided their code in advance, provide list of packages for students to download

**During E2M2**

* Update the website as early as possible in the week with course materials.
* Keep running google document of internal instructor feedback. Template is in the planning\_e2m2 folder on github, internal\_instructor\_feedback.docx.
* Ask students to complete mid-course feedback survey. Template is here: <https://airtable.com/apprBZzPuR1t62VZ5/shr67e41tUS6WNWK1>
* Arrange instructor one-on-ones to have at least one Malagasy or French speaker in each instructor group.

**For the Symposium**

* Have students confirm the spelling of their names for certificates
  + Template certificates are in the planning\_E2M2 folder on github, Mentor\_Certificate\_2025.docx and Participant\_Certificate\_2025.docx)
* Print certificates (save as PDFs and print on *papier Bristol*)
* Instructors take notes on student presentations to provide final feedback

**After E2M2**

* Send out request for final feedback. Template survey is here: <https://airtable.com/apprBZzPuR1t62VZ5/shrqV6EfyER9PnrPK>
* Organize written instructor feedback on student projects. Two instructors should review each student's project. Instructors should email individual feedback to each student, ideally within 1 month of the final symposium.
* Work with Avotra to reimburse students who traveled from universities outside of Tana (ask students for receipts and numbers for Mvola).