

2019 Planning Committee

Date: May 17, 2019

[Members list link](#)

Co-chairs: Bing Ren, Sheng Zhong, Jennifer Cremins

Attendees: Sheng, Kate, Riccardo, Clodagh O'Shea, Ian Fingerman, Zhijun Duan, Anastassia Vertii, Peter Wang, Jennifer Cremins, David Balasundaram, Ana Pombo, Zhen Chen, Bing Ren
Unable to attend: Thoru,

[Meeting minutes \(5/17/19\)](#)

Agenda:

1. Finalize speaker nominations.
 - a. Keynote speakers: Bing Ren, Job Dekker, Clodagh O'Shea have accepted. Xiaowei Zhuang needs more time to decide.
 - b. Jennifer volunteered not to involve in choosing herself to a (keynote) speaker. As several committee members commented in today's meeting that they did not feel there is an issue with Jennifer continuing with this process by serving as a co-chair and having her as a (keynote) candidate. The reason is that at this point, the co-chairs are only to execute the process determined by the committee. The co-chairs are not re-determining speaker candidacy.
 - c. Jennifer made an excellent point to have balanced numbers of male and female speakers. The other major comment from the committee is not to (down weight?) select people who spoke in the last year. The people who have been specifically mentioned by the committee (spoke last year) were noted in the in the google sheet.
 - d. Planning committee selected finalists for invited speakers. Chairs (Bing, Sheng and Jennifer) will finalize the list and will send invitation emails.
2. Test registration site at 4dn-annual-meetings.smapply.io and give OH your feedback.
 - a. OH received positive feedback from some committee members.
3. Meeting will resume in September. June, July and August meetings have been cancelled.

Action Items:

1. Planning Committee chairs will finalize invited speakers.
[Speaker Nomination Sheet](#)

2. Sheng, Jennifer and Bing will send invitations to invited speakers.