

October 1, 2018

[Meeting recording link](#)

Attendees: Judy, Sheng, Shankar, Kate, Riccardo, Sean

Unable to attend: Dr. Chien, Dr. Ren, Olivier

1. An [Associate membership application](#) was sent by Caterina Strambio to the SC group on August 1st. The application is in the Associate Member Application Wiki page.
 - a. Once a member is accepted as an Associate member, OH sends a welcome letter, and confidentiality form. Member also gets access to Wiki and Joint Analysis WG. For future members, OH will also send an email with WG list and a reminder to adhere to policy.
 - b. Sheng will send an email to Caterina as a reminder to adhere to policy with a list of all 4DN WG.
 - c. All Associate members have received invitation and reminders to the Annual meeting and satellite meeting.
 - d. Per Judy, send Caterina the welcome letter and confidentiality form.
2. Annual Meeting registration closes on November 1st, 2018. [Draft Agenda](#) (edited 9/26/18).
 - a. Invited speakers (ESA and speakers for public day) have been notified to arrange their travel and information on reimbursement policy. Kate will send an email update to Judy on who has confirmed attendance.
 - b. Will schedule a joint committee meeting (doodle poll was sent last week).
 - c. Suggestion from Judy & Sean:
 - i. Have a poster available or DCIC speaker at the public meeting.
 - ii. Have a slide that highlights 4DN data that pops up between speakers or break time.
 - iii. Registration, abstract submission and hotel booking deadline is November 1st. Deadline cannot be pushed further than November 1st.
 - iv. Judy will send Kate a list of the NIH program directors who will attend the meeting.
3. Updating the 4DN publications:
 - a. Biorx list and publications (latest pre-prints) are updated monthly. It is also updated in the 4DN Newsletter. OH use emails from members that notify OH about publications, as well as RFA numbers from the NIH reporter to find new publications associated with the 4DN program. There is currently no way to track publications that had a pre-print (OH does not manage the biorx official channel for the 4DN program). These

can only be manually tracked. If there is a 4DN ID that is associated with everyone, there will be a way to track it at some level.

4. Ananda and Sheng will lead a 4DN discussion and outreach session on IHEC annual meeting on October 28.
 - a. How can we start to highlight/promote 4DN portal (database) to the community?
 - b. Data Portal is currently a top level menu item. OH will make this more prominent on the front page. Suggestion: Add latest 4DN Data sets (show summary page) as a rotating panel on the front page.
 - c. Ananda Roy will have a discussion session at IHEC meeting. One hour session will be used to discuss what data is available. Sheng and a number of 4DN PIs are attending and will publicize 4DN.
 - d. Next spring is the Keystone meeting and can also have a 4DN workshop there. Suggestion from Judy: *Maybe have a tutorial or poster available to the data portal?* Sean Hanlon will discuss with DCIC how the data portal reaches out the community about tools.
 - e. Frank (OH) is also helping with RNA interaction data pipeline.
 - f. Challenge is getting people to get to the 4DN Portal.

Action items:

1. Kate will send Caterina the Associate member welcome letter and confidentiality form. - **Done 10.1.18**
2. Sheng will send an email to all associate members pointing them to policy and a list of the WGs they can participate in.
3. Kate will send an update on ESA attendance to Judy.
4. OH (Riccardo) will update the 4DN portal: Upgrade the priority of data at the top level menu. Add latest 4DN Data sets (show summary page) as a rotating panel on the front page. - **Done 10.1.18**
5. Judy will send Kate a list of the NIH program directors who will attend the meeting.
6. Sheng will send a nature genetics perspective paper ("4D Nucleome Nature Standards) to Judy. - **Done 10.1.18**