

Theme: Inspirations from PS		To Be Used		Day 1		Day 2		Day 3		Day 4		Day 5	
Date/Time	Program	EMAIL	Speaker Name	Speaker Email	Video Release	Contract for Speakers	Topic for Discussion	Invitation sent (yes/no)	Confirmed (yes/no)	Room	Convener	MC/Roster	Zoom, Camera and Meeting Recording
7/9/2024													
08:00 - 21:00	7/9/2024												
7/10/2024													
08:00 - 10:15	Session 1												
08:00 - 8:45	Session 1		Mary Anne Cummings	mac@umiami.com			Wellness: Aids for safety & safety aids	Yes	Yes	Mary Anne Cummings	Mary Anne Cummings	Pratigal Singh (pratigal@tel.com)	
08:45 - 9:00	Session 1		John Cummings	john@umiami.com			Wellness and general state of the US	Yes	Yes	Mary Anne Cummings	Mary Anne Cummings	Pratigal Singh (pratigal@tel.com)	
09:00 - 9:15	Session 1		John Cummings	john@umiami.com			State of the US & A State Change	Yes	Yes	Mary Anne Cummings	Mary Anne Cummings	Pratigal Singh (pratigal@tel.com)	
09:15 - 9:45	Session 1		John Cummings	john@umiami.com	yes		Update for Site Access Committee	Yes	Yes, with needs	Mary Anne Cummings	Mary Anne Cummings	Pratigal Singh (pratigal@tel.com)	
09:45 - 10:15	Session 1		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Mary Anne Cummings	Mary Anne Cummings	Pratigal Singh (pratigal@tel.com)	
10:15 - 10:30	Coffee Break 1						Contract for speakers: Safety	Yes	Yes				
10:30 - 12:30	Session 2												
10:30 - 11:10	Session 2		Stephen Ch	stephen@tel.com			The Design has completed	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
11:10 - 11:30	Session 2		Steph Ch	stephen@tel.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
11:30 - 12:00	Session 2		Steph Ch	stephen@tel.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
12:00 - 12:30	Session 2		Steph Ch	stephen@tel.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
12:30 - 14:15	Session 2		Steph Ch	stephen@tel.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
14:15 - 14:45	Session 2		Steph Ch	stephen@tel.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
14:45 - 15:45	Session 2		Steph Ch	stephen@tel.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
15:45 - 16:00	Coffee Break 2												
16:00 - 16:30	Session 3												
16:30 - 16:45	Session 3		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
16:45 - 17:15	Session 3		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
17:15 - 17:45	Session 3		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
17:45 - 18:30	Session 3		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
7/11/2024													
08:00 - 10:15	Session 4												
08:00 - 8:45	Session 4		Kevin Pabro	kevin@tel.com			Contract for speakers: Safety	Yes	Yes	Kevin Pabro	Kevin Pabro	Adrian Lyon	
08:45 - 9:00	Session 4		Kevin Pabro	kevin@tel.com			Contract for speakers: Safety	Yes	Yes	Kevin Pabro	Kevin Pabro	Adrian Lyon	
09:00 - 9:15	Session 4		Kevin Pabro	kevin@tel.com			Contract for speakers: Safety	Yes	Yes	Kevin Pabro	Kevin Pabro	Adrian Lyon	
09:15 - 9:45	Session 4		Kevin Pabro	kevin@tel.com			Contract for speakers: Safety	Yes	Yes	Kevin Pabro	Kevin Pabro	Adrian Lyon	
09:45 - 10:15	Session 4		Kevin Pabro	kevin@tel.com			Contract for speakers: Safety	Yes	Yes	Kevin Pabro	Kevin Pabro	Adrian Lyon	
10:15 - 10:30	Coffee Break 3												
10:30 - 12:30	Session 5												
10:30 - 11:10	Session 5		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
11:10 - 11:30	Session 5		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
11:30 - 12:00	Session 5		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
12:00 - 12:30	Session 5		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
12:30 - 14:15	Session 5		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
14:15 - 14:45	Session 5		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
14:45 - 15:45	Session 5		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
15:45 - 16:00	Coffee Break 4												
16:00 - 16:30	Session 6												
16:30 - 16:45	Session 6		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
16:45 - 17:15	Session 6		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
17:15 - 17:45	Session 6		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
17:45 - 18:30	Session 6		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
7/12/2024													
08:00 - 10:15	Session 7												
08:00 - 8:45	Session 7		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
08:45 - 9:00	Session 7		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
09:00 - 9:15	Session 7		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
09:15 - 9:45	Session 7		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
09:45 - 10:15	Session 7		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
10:15 - 10:30	Coffee Break 5												
10:30 - 12:30	Session 8												
10:30 - 11:10	Session 8		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
11:10 - 11:30	Session 8		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
11:30 - 12:00	Session 8		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
12:00 - 12:30	Session 8		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
12:30 - 14:15	Session 8		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
14:15 - 14:45	Session 8		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
14:45 - 15:45	Session 8		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
15:45 - 16:00	Coffee Break 6												
16:00 - 16:30	Session 9												
16:30 - 16:45	Session 9		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
16:45 - 17:15	Session 9		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
17:15 - 17:45	Session 9		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	
17:45 - 18:30	Session 9		John Cummings	john@umiami.com			Contract for speakers: Safety	Yes	Yes	Pratigal Singh (pratigal@tel.com)	Pratigal Singh (pratigal@tel.com)	Sophia Middleton	

Meeting Info: [Details regarding meeting logistics, contact information, and any specific instructions for attendees.]

Panel Member	Directorate - Lia / Bonnie	Global Services - Griselda Lopez	DEIA - Sandra Charles	Safety - Marc Clay	IT/Cyber - John Galvan
Questions:	Could you please describe some of the actions the lab is taking to respond to the P5 report recommendation?	The tennis court in the village is in a really bad shape. Is there a plan to renovate it? Thanks.	What are your local outreach efforts, particularly in lower income areas?	The safety record over the last year has not been good. Is there any thought that the old safety infrastructure was superior to the current one?	Is there any update on a more functional solution for Linux devices looking to access Microsoft services without having to use the terminal server or Outlook Web Access?
What is your vision for a better Fermilab?		There are many aspects of life at Fermilab besides scientific productivity that should be considered important. For a user to move to Fermilab with their family, sometimes from overseas, there needs to be social support available. The loss of daycare to users, loss of the playgroup for children, barring children from the Users Center, loss of so many recreational activities such as the pool, garden club, sports, spousal access to the gym -- these make a move to Fermilab difficult for users and their families. Does the Directorate plan to address this? Will we ever get these back?	What is the status of the international student internship program? Will it resume?	It is difficult for users to understand the rationale behind the interpretation of the DOE orders. Can you explain why Fermilab no longer has a garden club? If it is because of proximity to the village, can't the garden space be moved? If it is because of pesticide use, can't we ban that instead of banning the garden club? Similarly, why can't Fermilab participate in the DOE mile, as so many other DOE labs do? Why can't Fermilab have more sports clubs? Why can't people fish on-site?	Can you provide an update on the Yubikey/Multifactor Authentication roll out and how it will affect user/affiliate access to Fermilab systems?
Is Fermilab's traditional openness being restricted over concerns for private companies' intellectual property?		Housing availability in the village has been sharply curtailed in recent years, with the loss of some dorms and the Sauk Circle houses. Many users have to go off-site for housing, which dramatically increases the cost and means that universities can support fewer students and postdocs at Fermilab. Is there any plan to mitigate this in the short term, by negotiating better rates or resources outside of Fermilab, providing more support for users, or advocating with DOE for more support for university travel?			
Why do you refer to DOE "peer laboratories" ? Fermilab was intended to be a different national lab than the others - completely open, basic research open to physicists worldwide, and to the public. Do you disagree with Robert Wilson's vision? Would you be willing to fight for it?		What is the status of support for clubs and recreational activities at the laboratory. Many clubs went off-line due to COVID and never returned due to the site access restrictions. Is this something that can return and be supported?			
People living in the communities surrounding Fermilab have enjoyed access to natural and recreational areas, and the security restrictions which kept them out until recently led to a loss of trust. Even though we now have limited public areas where people don't need a badge to get in, I think we are still a long way from restoring the public's trust. Given that Fermilab relies on taxpayer support and the goodwill of our neighbors is essential, is there a plan for welcoming the public back to Fermilab?					
After decades of being an open lab, the seemingly sudden restrictions are difficult to get used to, and lead some of us to wonder if there is something confidential/classified going on at Fermilab that the users are not made aware of. Can you comment?					
How does the laboratory intend to heal its relationship with our international collaborators? In recent years the burden of site access (both to the visitor/user and to the employee sponsoring) became so onerous that Fermilab now has the reputation for not being an attractive option to host meetings, station students/post docs, or have test beams. What is being done to speed up or simplify site access approvals for our international collaborators, and accelerate when these fixes will be launched?					
The core culture of particle physics rests upon sharing knowledge and experience with other researchers so as to further our collective understanding and progress toward our goals. Access restrictions at Fermilab have been detrimental to this culture, and although I see that access is easier than in recent years, there are still many more restrictions than seem to be necessary. I worry that the culture of our field is harmed by these continuing restrictions to site access. It seems that our every move is tracked while on site, there are many places that guests are not allowed to go (such as our offices), and the general feeling is not of free, open access and scientific collaboration but of secrecy and guardedness. It is not only the actual restrictions but the perception that the current and future Fermilab is not a place for open collaboration. Is this a concern for the Directorate and if so, how do you plan to address it?					
Advances in theoretical physics are crucial in answering physics questions in our field and planning for the future. Yet support from funding agencies has continued to decline. How is Fermilab supporting the theoretical physics community?					
How is the Fermilab leadership addressing the lack of inter-division collaboration?					
How much interest is there for Fermilab to be involved in particle accelerator development for applications in national and global problems? Examples are mitigation of greenhouse gas emissions, transmutation of spent nuclear fuel. Does Fermilab have a working group or planning committee addressing these and other possibilities?					

Do you have enough communication with the HEP community which helps you to contribute to increasing HEP funding?

To increase government funding for HEP, what should the HEP community do? And what shouldn't do?

How has your view on politics and the government changed from when you first started as a senator, to now?

What plans does the government have to regulate AI, quantum information technologies and cryptocurrency? What regulations would be put in place?

In your opinion, what are the most effective ways we can communicate with the public and government stakeholders about the science we do and its value to society, both domestically and internationally?

What is the outlook to deliver on the authorized funding in the CHIPS and Science act? Is a supplemental appropriation possible?

How do we ensure basic research is treated as a federal priority in this constrained funding environment?

How is Congress receiving the new P5 report?

How do we minimize the impact of supposed research security concerns on the international collaborative efforts that are crucial to the success of our field?

I personally think that more scientists should try to get into public policy and politics since we are trained to deal with uncertainty and make decisions based on evidence and statistical reasoning, among other skills, in ways that are not typical (lacking) of political debates.
How do you handle such conversations? How do you talk to someone who isn't open to the idea that evidence might disprove what they think they know?

I dont pretend that everybody must be a scientist, but a general issue in society is how the general public doesn't appreciate scientific inputs (facts); there is something wrong in our educational system; there is a disconnection between the public and scientific thinking, and in recent times that disconnection is polarizing society in topics that matter to all (climate change, Covid, when a fetus is conscious, etc).
Do you have any insight on how appropriate it is to use science in policy and personal life and in making decisions based on rational grounds?

The last several presidents of both parties have each issued executive orders to reduce regulatory burden both within and outside of agencies. However, the burden has only continued to increase and severely impedes the progress of our field. Why do they agencies ignore the executive orders? And, can something be done in terms of law from Congress?

New Perspectives	Users Meeting	Festa Italiana			
Need to prepare the certificates in advance	For future panels: need to provide water, paper & pens to write notes. Make sure to print out questions for panelists and convenor.	Need to provide Festa Italiana more funding if possible.			
Request awards far in advance	Need to give significantly more time to URA! Double the time for the award presentations.	There should be at least wine and beer			
Set up Indico earlier - pay more attention to the public/non-public sections and information that is posted	Need to prepare certificates in advance				
Last minute sign ups - need to be earlier	Request awards far in advance				
Experiment spokesperson instructions - need to submit through the site and register	Provide dietary-restriction-friendly snacks at coffee (e.g. fruit)				
Better communication on budget process	Assign numbers to each poster to coordinate the judging more directly				
Work with Communications to send information about meeting and registration to FNAL partners so they can advertise to their physics departments	Experiment spokesperson instructions - need to submit through the site and register				
Include career level identification in registration form in addition to affiliation.	Work with Communications to send information about meeting and registration to FNAL partners so they can advertise to their physics departments				
	Idea: Prizes to the best poster viewers (bingo style)				
	Include career level identification in registration form in addition to affiliation.				
	The Lab has to be perceived as a place that people want to be. If it isn't headed back toward the original culture and scientific openness, it is broadcasting to the world that we are sunsetting				
	People want there to be a future - both near and long-term. Talking about "pillars of excellence" and other such gobblety-gook is a major turn-off				
	We need to set the dates early (as in NOW), and let others plan around our schedule				
	Start the meeting proper after lunch. Maybe have tours before AND after the regular sessions - the morning before the opening session may be a good time for specialty sessions like visa discussions and things like site access				
	Plan something fun for Thursday evening				
	Between now and next year press HARD on restoring the lab to its previous open status				
	We should begin NOW for a "high profile" speaker				
	The poor attendance needs to somehow be addressed. Part of the problem is that the meeting has too much competition. Everyone has other meetings, work, and deadlines to meet. It's hard to find time to break away for the Users Meeting, and there's not much incentive to do so. I think it would help if the lab (not just the UEC) celebrated the week (both New Perspectives and the Users Meeting) and heavily promote attending. Maybe suggesting a low tempo week, except for New Perspectives/Users Meeting.				
	Need to advertise the URA travel funding earlier in advance - months early.				

Tours:					
Email Request Sent:	Yes, 6/27/24	Yes, 6/27/25	Yes, 6/27/26	Yes, 6/27/27	Yes, 6/27/28
Location:	G-2 & MuZe (Muon Facility)	Dark Matter & Dark Energy Detector Area (IERC)	IOA - Accelerator Development Lab Contact: Hannah Fee, Aleksandr Romanov, Jonathan Jarvis	SBND (Neutrino Campus)	SCMS Quantum Computing Lab (IARC)
Location Contact:	Matt Bressler	Nicola Bacchetta, Claudio R. Chavez	hfee@fnal.gov, aromanov@fnal.gov, jjarvis@fnal.gov	SBND: Peter Wilson, Ornella Palamara, Anne Schukraft, Angela Fava	Leslee Ongena
Location Contact Email:	mbressler@umass.edu	Nicola.Bacchetta@cern.ch, cchavez@fnal.gov	Yes	SBND: pjw@fnal.gov; palamara@fnal.gov; aschu@fnal.gov; afava@fnal.gov	lezlee@fnal.gov
Bus Needed:	No (Walking)	No (Walking)	Yes	Yes	Yes
Maximum Number of Participants per Bus:	N/A	N/A	12	12	12
Maximum Number of Participants per Tour:	20 (2 groups of 10 that swap 1/2 way through)	12	12	24 (2 groups of 12, one after the other)	20
Location:					
Safety Restrictions:	Closed Toe Shoes	Closed Toe Shoes	Closed Toe Shoes	Closed Toe Shoes	Closed Toe Shoes
Tour Guide at Tour Stop:	Simon Corradi, Yongji Wu	Claudio R. Chavez	James Santucci		Tanay Roy
UEC Representative Guide (Along for the Ride):	2 Badged Employees - Adam Lyon, Anne Ferguson	None.	Need UEC Escort - Stephany Unruh	Mary Anne Cummings	Prabjib Singh
	CONFIRMED		CONFIRMED	CONFIRMED: SBND ONLY.	
	1:10 pm - g-2 - Simon Corradi guide - Yongji Wu	CONFIRMED	1:30 pm Catwalk/Control Room Tour	Group 1: Arrival: 1:15 pm Departure: 2:00 pm	
Tour Approval Received:	2 groups of 10 that swap 1/2 way through	1:30 pm CCD Lab		Group 2: Arrival: 2:15 pm (Driver pick-up the 1st group and drop off the 2nd group at the same time) Departure: 3:00 pm	CONFIRMED: 1:30 - 2:30 pm
			Bus Pick-Up: 1:15 pm (WH Horseshoe)		
			Drop Off: FAST/IOTA (NML - Door 1)	Bus Pick-Up: 1:00 pm (WH Horseshoe)	Bus Pick-Up: 1:15 pm (WH Horseshoe)
			Tour: 1:30 - 2:30 pm	Drop Off: SBN-ND (Neutrino Campus) & return to WH to pick-up 2nd group (see below)	Bus Drop Off: IARC Main Door
	Group Meet in Atrium: 1:00 pm Walk to: Muon Building		Bus Pick-Up: 2:30 pm (NML - Door 1)	Bus Pick-Up: 1:50 pm (WH Horseshoe)	Tour: 1:30 - 2:30 pm
	1:10 - 2:10 pm		Return Drop Off: WH Horseshoe	Drop Off: SBN-ND (Neutrino Campus) - Driver pick-up the 1st group for return and drop off the 2nd group at the same time	Bus Pick-Up: 2:30 pm (IARC Main Door)
Tour Scheduler/Departure Time:	Group Return: 2:30 pm	Meet in Atrium at 1:20 pm		Return Drop Off: 2:10 pm (WH Horseshoe - drop off 1st group)	Return Drop-Off: WH Horseshoe
				Bus Pick-Up at SBN-ND (Neutrino Campus): 3:00 pm	
				Return Drop Off: 3:10 pm (WH Horseshoe - drop off 2nd group)	
				This one will be 2 groups of 12 on consecutive tours.	
				Pick-up 1st group at WH at 1:00 pm, drop them off at SBN-ND.	
				Return to WH to pick up the 2nd group at 1:50 pm, drop them off at SBN-ND and pick-up the 1st group for return at the same time.	
				Drop off the 1st group at WH.	
Notes:			Standard pick-up/return to WH	Return to SBN-ND to pick-up the 2nd group at 3:00 pm and return to WH to drop off.	Standard pick-up/return to WH at the above times.
3 shuttles (seat 13, 12, 12)	Claudia Rosado-Reyes				Cindy Achat-Mendes
Free between 7:30am - 4:30pm					
\$50 per hour/per bus after					
Keep Melissa in copy on all tour info.					

Event Planning Approval Form				
	Festa Italiana	New Perspectives	Users Meeting	
Is the information being shared already available to the public, or has it been documented to be published and shared broadly within the scientific community?	Yes	Yes	Yes	
Is the information being shared a sensitive subject as defined in the attached? If uncertain, contact exportcontrol@fnal.gov	No	No	No	
Name of Event:	Festa Italiana 2024	New Perspectives 2024	Users Meeting 2024	
Tentative Event Start Date:	July 9, 2024	July 8, 2024	July 10, 2024	
Tentative Event End Date:	July 9, 2024	July 9, 2024	July 12, 2024	
Requestor's Name:	Anne Ferguson	Anne Ferguson	Anne Ferguson	
Requestor Phone:	630-840-2844	630-840-2844	630-840-2844	
Requestor Fermilab ID:	51922N	51922N	51922N	
Requestor Email Address:	aferguso@fnal.gov	aferguso@fnal.gov	aferguso@fnal.gov	
Division Section:	Office of the Director	Office of the Director	Office of the Director	
Division Head:	Bonnie Fleming	Bonnie Fleming	Bonnie Fleming	
Type of Event:	Open House	Users or Lab Community Event	Users or Lab Community Event	
Event on Behalf of:	Fermilab Organization	Fermilab Organization	Fermilab Organization	
Fermilab Organization Name:	Cultural Association of Italians at Fermilab (CAIF)	Fermilab Student and Postdoc Association (FSPA)	Users Executive Committee (UEC) at Fermilab	
Primary Fermilab Organizers Name:	Marco Mambelli	Michael Balcewicz	Mary Anne Cummings	
Additional Organizers Names:	Donatella Torretta	Miguel Gutierrez, Ishanee Pophale	Sophie Middleton, Prabhjot Singh	
Estimated Number of Participants:	188	215	720	
Domestic:	30	50	300	
International:	4	10	50	
From Other DOE Labs:	4	5	20	
Fermilab Employees/Users:	150	150	350	
Will this Event be Held On-Site or Off-Site?	On-Site	Hybrid	Hybrid	
Provide Justification for Use of Fermilab Facilities.	This is a social event to kickoff the annual Users Meeting 2024. Using Fermilab facilities is convenient, efficient, and keeps costs low.	Fermilab is the most cost effective facility and hosting at Fermilab allows for overlap with the Users Meeting speakers, presentations, and the poster session while keeping costs low.	Fermilab is the most cost effective facility and allows employees and users access to Users Meeting speakers, presentations, town halls, and tours.	
Provide Justification for Holding this Event Off-Site.	N/A	N/A	N/A	
Will this Event be Open to the General Public	No	No	No	
Will this Event be Held Outside Business Hours (M-F, 6 a.m. - 6 p.m.?)	Yes	No	Yes - potentially evening activities will extend past the 6 pm business hour time frame.	
What Rooms/Locations will this Event be Held?	Kuhn Barn (backup is WH Atrium)	Wilson Hall: Atrium, One West	Wilson Hall: Atrium, Ramsey Auditorium, One West.	All room reservations confirmed 5/6.
Will alcohol be served?	No	No	Yes - at the reception	
Brief description of event and how does this event align with the Fermilab science mission and/or DOE program objectives?	Festa Italiana is a traditional social event that kicks off the annual Users Meeting. The celebration is organized by CAIF and the Directorate.	New Perspectives is traditionally held in conjunction with the Fermilab Annual Users Meeting. New Perspectives is organized by the Fermilab Student and Postdoc Association (FSPA) to provide a venue for young researchers affiliated with Fermilab to showcase the important contributions they make to Fermilab's scientific program. Talks are exclusively presented by, and predominantly targeted towards, young researchers in the Fermilab community. All events held during this meeting are funded by Fermilab Research Alliance, LLC.	This meeting is an opportunity for discussion of recent physics results from the laboratory's experimental program, future initiatives at the laboratory, and thoughtful presentations from leaders of the scientific policy community. The meeting will also feature selected talks from outstanding young physicists. This will be held in the Wilson Hall Ramsey Auditorium and the Atrium.	

Will there be a Fermilab Facility Tour?	No	No	Yes
How will attendees register for this event?	Indico - please include question on New Perspectives and Users Meeting registration. Do not need a separate Indico page for the event itself.	Indico	Indico

FRA Funding Approval Form

	Festa Italiana	New Perspectives	Users Meeting
Will the Event be Supported by Funding?	Yes	Yes	Yes
I will be Funding this Event by:	Contract/Division Funds	Contract/Division Funds	Contract/Division Funds
I'm Requesting FRA Funds?	Yes	Yes	Yes
Estimated FRA Funding Requested	\$3,500.00	\$4,000.00	\$22,500.00
Estimated Funding Breakdown	\$3,000 plus FRA burdens. This is money that is rolled up into the overall Users Meeting budget ask. This project task code will be billed separated out from Users.	Funding is rolled up into the Users 2024 meeting. Funding for New Perspectives FRA request is \$4,000 (\$3,500 plus indirects for FRA).	\$30,000 was already approved (including Festa Italiana and New Perspectives).
FRA FundingProject/Task Code	R7F101.11	R7F101.11	R7F101.11
Funding Attachments	Link	Link	Link
Justification for Use of FRA Funds	Attendees will be from the New Perspectives and Users Meeting, and over 50% will be Fermilab Users, Affiliates, and Employees.	New Perspectives FRA funding is part of the Users Meeting 2024. FRA money is used because most attendees (more than 50%) are Users, Affiliates, and Employees of Fermilab.	Users Meeting is funded by the laboratory using FRA funds as the meeting is for all Users, Affiliates, and Employees. FRA funds allow for execution of the meeting and any unallowable costs associated with planning, food, and attendance.

Facilities and Services Request Form

	Festa Italiana	New Perspectives	Users Meeting
Event Agenda	N/A	https://indico.fnal.gov/e/newperspectives2024	https://indico.fnal.gov/e/usersmeeting2024
Indico Registration	N/A	https://indico.fnal.gov/e/newperspectives2024	https://indico.fnal.gov/e/usersmeeting2024
Event Indico ID#		64625	64626
If you are registering this event in Indico, please select one of the following options:	Please include question on Festa Italiana attendance on New Perspectives & Users Meeting registration.	I already have a site.	I already have a site.
If creating a site, list person responsible for registering Indico site:	N/A	Conference Office	Conference Office
Requested Facilities:	Kuhn Barn	Wilson Hall & Kuhn Barn	Wilson Hall
Dates of Event:	7/9/2024	7/8/2024-7/9/2024	7/10/2024-7/12/2024
Day of Event (1):	7/9/2024	7/8/2024	7/10/2024
Day of Event Start Time (1):	3:00:00 PM	8:00:00 AM	8:00:00 AM
Day of Event End Time (1):	8:30:00 PM	8:00:00 PM	9:00:00 PM
Day of Event Facilities Requested (1):	Kuhn Barn	WH 1W & Kuhn Barn	WH Ramsey, WH Atrium, WH Cafeteria, WH 1W
Day of Event (2):	N/A	7/9/2024	7/11/2024
Day of Event Start Time (2):	N/A	8:00:00 AM	8:00:00 AM
Day of Event End Time (2):	N/A	6:00:00 PM	9:00:00 PM
Day of Event Facilities Requested (2):	N/A	WH 1W	WH Ramsey, WH Atrium, WH Cafeteria, WH 1W
Day of Event (3):	N/A	N/A	7/12/2024
Day of Event Start Time (3):	N/A	N/A	8:00:00 AM
Day of Event End Time (3):	N/A	N/A	9:00:00 PM

Day of Event Facilities Requested (3):	N/A	N/A	WH Ramsey, WH Atrium, WH Cafeteria, WH2XO, WH 1W, Tours: G-2 & Mu2e (Muon Facility), Dark Matter & Dark Energy Detector Area (IERC), IOTA - Accelerator Development Lab, MINOS & SBND (Neutrino Campus), SQMS Quantum Computing Lab (IARC).
I am requesting for the following services:	Janitorial	Audio/Visual, Janitorial, Food Service	Audio/Visual, Janitorial, Security, Food Service
Janitorial:			
Janitorial Needs:	Cleanup	Tables, Cleanup	Tables, Chairs, Cleanup
Janitorial Details of Setup:	Set up on own, need clean up.	Event order will be sent from Conference Office	Detailed Event Order will be sent via Conference Office
Janitorial Approved Contract Funds Project Task Code:	R7F101.11	R7F101.11	R7F101.11
If you require access to the room for your own setup, indicate the time you will enter the room:		2:00:00 PM Poster Board setup Atrium 7:00 AM July 8th	Poster Board setup Atrium 7:00 AM July 10th
If you require additional time in the room for your own clean-up, indicate the time you will exit the room:	N/A	Poster Board take-down Atrium 6:00 PM July 9th (unless the user's meeting wants to us to keep them in place)	Poster Board take-down Atrium 6:00 PM July 12th
Audio/Visual:			
A/V Requirements:	N/A	Camera, Microphones, Laptop	Camera, Microphones, Laptop
A/V Services Details:	N/A	Please provide services normally provided during New Perspectives Meeting. Thank you!	Please provide services normally provided during a Users Meeting. Thank you!
Location of A/V Setup:	N/A	WH 1W	WH 1W
A/V Approved Contract Funds Project Task Code:	N/A	R7F101.11	R7F101.11
Networking:			
If you have special networking requirements, please specify all details:	N/A	N/A	
Security:			
Security Personnel:	N/A	N/A	Yes
Security Personnel Details:	N/A	N/A	There will be an extra 200 potential attendees in Wilson Hall and Kuhn Barn on 7/9. Please for extra security checks in Wilson Hall. If there is rain Kuhn Barn will be an Open House. Fire Chief will be contacted to review floor plans.
Parking:			Yes
Parking Details:	N/A	N/A	Parking for the extra 200 guests will be needed the days of the event. Parking around WH should be sufficient but could prove challenging in addition to staff regularly onsite that day.
Traffic Control:	N/A	N/A	N/A
Traffic Control Details:	N/A	N/A	N/A
Directional Signs:	N/A	N/A	N/A
Directional Signs:			
Food Service:			
Will Food be Served?	Yes	Yes	Yes
Funding for Food and Beverage	Food and Beverage Cost Paid by Project/Task Code	Food and Beverage Cost Paid by Project/Task Code	Food and Beverage Cost Paid by Project/Task Code
Food and Beverages Requested Through:	Food Service Subcontractor/Outside Vendor/Potluck	Food Service Subcontractor, Outside Vendor	Food Service Subcontractor
Food Approved Contract Funds Project Task Code:	R7F101.11	R7F101.11	R7F101.11

Food and Beverage Requested:	Beverages (alcohol served for 2 hours) by Taher - sent directly to Taher by Conference Office, Catering/Potluck for food.	Taher will be contacted directly with Event Order details from Conference Office.	Taher will be contacted directly with Event Order details from Conference Office.	
Additional Food Service Requested:	Tablecloths	China/Serviceware, Tablecloths	China/Serviceware, Tablecloths	

Theme: Inspirations from P5

Date/Time	Program	Venue	Speaker Names	Speaker Emails	Contacts for Speakers	Topics for Discussion	Invitation sent (yes/no)	Confirmed	Commenter	MC Runner	Zoom and Meeting recording person
7/8/2024											
18:00 - 21:00	Festa Italiana										
7/10/2024											
8:00 - 9:15	Session I	One West							Prashant Singh		
8:30 - 9:30	Welcome to Users Meeting	One West	Mary Anne Cummings	mac@uwaterloo.com			Yes	Yes			
9:30 - 9:45	Waters & Director's report	One West	La Mieringa	lami@uwaterloo.ca		Welcome and general status of the UEC & Norm Change Table - La will make time here for discussion					
9:45 - 9:15	UEC Report	One West	John Neesham	john.neesham@uwaterloo.ca			Yes	Yes			
9:15 - 9:45	Emerging from COVID-19: the road ahead	One West	Doug Glascock	dougglas@uwaterloo.ca		Updates from Site Access Committee	Yes	Yes	Yes, only needs 20 minutes		
9:45 - 10:15	Status of Accelerator Complex					Does this duplicate the ACE Report? Or report from Bonnie as CEO?					
10:15 - 10:30	Coffee Break I	Altium									
10:30 - 11:30	Session II	One West									
10:30 - 11:30	CMSC Overview	One West	Ryan Tran	rtran@uwaterloo.ca		AI & ML	No				
11:30 - 12:00	What is the Fermilab SCMS Center?	One West	Alice Grassellino	amg@uwaterloo.ca		SCMS Center Overview	Yes	Yes			
12:00 - 12:30	Artificial Intelligence & Machine Learning	One West	Ryan Tran	rtran@uwaterloo.ca		AI & ML	Yes	Yes			
12:30 - 13:30	Lunch I	Altium									
13:30 - 18:30	Session III	One West									
13:30 - 14:00	Report from Chief Research Officer	One West	Bonnie Fleming	bfleming@uwaterloo.ca		Status of Accelerator Complex? - not delivering enough, need to update on the plan for the complex	No				
14:00 - 15:30	Town Hall with Director	One West	Fermilab Directorate Liaison (Fermilab) David Roggenbuckler, Clay COO, Sandra Chaves (CERN), Steve Goulet (TRIUMF), Jeff - Housing, Recreation, Mark - CTO/CI, alternate Doug or Brian S.			Questions in advance sent within specific topic - generally, focus on technical changes to email and virtual access, etc.	No				
15:30 - 16:00	Coffee Break II	Altium									
16:00 - 18:00	Session IV	One West									
16:00 - 17:00	Diversity Identity Class	One West	Prof. Catherine Liu (UC Irvine)	liu@uci.edu		EDI Speaker - 45 min presentation & 15 min questions?	Yes	Yes			
17:00 - 17:15	Report of the Outreach Committee	One West	Adam Lynn, Barbara Young	lynn@uwaterloo.ca, byoung@uwaterloo.ca			Yes	Yes			
17:30 - 19:30	Reception & Poster Session	Altium				NEED Judges for Poster Session					
7/11/2024											
8:30 - 10:15	Session V - Fermilab Alumni	One West									
8:30 - 9:15	CMSELHC	One West			Contact Anand Campa anand@uwaterloo.ca, Parth Mehta parthmehta@uwaterloo.ca for speakers		No	Prashant, can contact?			
9:15 - 9:45	FCC	One West			Contact Prashant prashant@uwaterloo.ca & Saad Saad saad@uwaterloo.ca for speakers		No	Prashant, can contact?			
9:45 - 10:15	Scientific Computing (CS&D)	One West			Contact Saad saad@uwaterloo.ca for speakers	Two 30 minute talks	No	Prashant, can contact?			
10:15 - 10:30	Coffee Break III	Altium			Contact Ali Cohen alijah@uwaterloo.ca	Scientific Computing	No	Prashant, can contact?			
10:30 - 12:30	Session VI	One West					Yes	Yes	Chloe Pardo-Reyes & John Meier		
10:30 - 11:40	URA News & Updates	One West									
10:40 - 11:00	URA Honorary Awards Ceremony	One West									
10:50 - 11:00	URA Doctor Thesis Award	One West									
11:00 - 11:10	URA Early Career Award	One West									
11:10 - 11:20	URA Teaching Award	One West									
11:20 - 11:30	URA Engineering Award	One West									
11:30 - 12:00	SpinQuest/SeaQuest	One West			Contact for speakers: David Smit dsmit@uwaterloo.ca, Kurt Lu klu@uwaterloo.ca		No				
12:00 - 12:30	IOJA	TEO			Contact for speakers: Sasha Vishay vishay@uwaterloo.ca, Bob Zivkovic bobzivkovic@uwaterloo.ca		Yes	No			
12:30 - 13:30	Lunch II	Altium									
13:30 - 15:30	Session VII	One West									
13:30 - 14:15	PIA Report	One West	Parsons Raymond	pramond@uwaterloo.ca			No				
14:15 - 14:45	ACE Report	One West	TEO		Contact for speakers: Sasha Vishay vishay@uwaterloo.ca, Bob Zivkovic bobzivkovic@uwaterloo.ca		Yes	No			
14:45 - 15:45	Aerodynamics	One West	TEO		Contact for speakers: Andrew Schwanenherz schwanen@uwaterloo.ca, Mark Miller markmiller@uwaterloo.ca		Yes	No			
15:45 - 16:00	Coffee Break IV	Altium									
16:00 - 18:00	Session VIII	One West									
16:00 - 16:30	Microfluidics Report	One West					Not Prashant	Yes, Prashant contacted on 2nd May 2024	Prashant Singh		
16:30 - 16:40	NOVALEN Report	One West					Yes	Prashant contacted on 2nd May 2024	Prashant Singh		
16:40 - 17:00	MAGS-100	One West	Dylan Temple		Contact for speakers: Parasango Parasango@uwaterloo.ca, Dylan Temple dtemple@uwaterloo.ca		Yes	No?			
16:45 - 17:30	Mulby-2	One West			Contact for speakers: Deborah Meacham meacham@uwaterloo.ca		Yes	Debra Meacham to contact Steve for future opp.			
7/12/2024											
8:30 - 10:15	Session VII - Government Officials	One West									
8:30 - 9:30	Bill Foster	One West	Bill Foster		Rich Galt to send invite to Bill Foster		Yes	Yes			
9:30 - 10:00	Gita Ramakrishna	One West	Gita Ramakrishna	gita@uwaterloo.ca		Do we need to invite her formally?	Yes	Invited & agreed but do we need a more formal letter			
10:00 - 10:15	Government Affairs Report	One West	Kevin Pedro and David Yu	kp@uwaterloo.ca, dyu@uwaterloo.ca		Kevin and David					
10:15 - 10:30	Coffee Break V	Altium									
10:30 - 12:30	Session X	One West									
10:30 - 11:30	Meet Collier at Fermilab	One West	TEO		Prashant talk to Diane Spitzer	More Collier. I.e. Dave took the voluntary resignation - need to find someone else.	Yes?				
11:30 - 12:15	Theory Overview	One West	TEO		Contact for speakers: Michael Chiu mchiu@uwaterloo.ca		No				
12:15 - 12:30	Quality of Life Report	One West	TEO		Contact for speaker: Michael Chiu mchiu@uwaterloo.ca		No				
7	F2FA Report	One West	7		Contact for speaker: Michael Chiu mchiu@uwaterloo.ca, Barbara Pridmore bp@uwaterloo.ca		No				
7	Clarity Remarks	One West	Prashant Singh	prashant@uwaterloo.ca			No				
12:30 - 13:30	Lunch III	Altium									
13:30 - 15:30	Session XI	One West									
13:30 - 15:30	Teas	One West									Conference Office will help organize
15:30 - 16:00	WMC Break	Altium									
16:00 - 17:00	Keynote Address	One West	Chris Dugg	cdugg@uwaterloo.ca		Need to communicate with WMC organizers that we have a speaker	Yes	Yes			
Meeting Notes											
SRM Program	combined with Microbe										
APC TO H&C on Magnet, etc.											
Safe?											
Discovery on the Phone	Jonathan Jarvis	Include on 1st day?									

Coffee Break I

Coffee Break II

Coffee Break III

Coffee Break IV

Coffee Break V

Coffee Break VI

Coffee Break VII

Coffee Break VIII

Coffee Break IX

Coffee Break X

Coffee Break XI

FRA Funding Approval Form

	Festa Italiana	New Perspectives	Users Meeting
Will the Event be Supported by Funding?	Yes	Yes	Yes
I will be Funding this Event by:	Contract/Division Funds	Contract/Division Funds	Contract/Division Funds
I'm Requesting FRA Funds?	Yes	Yes	Yes
Estimated FRA Funding Requested	\$3,500.00	\$4,000.00	\$22,500.00
Estimated Funding Breakdown	<p>\$3,000 plus FRA burdens.</p> <p>This is money that is rolled up into the overall Users Meeting budget ask.</p> <p>This project task code will be billed separated out from Users.</p>	<p>Funding is rolled up into the Users 2024 meeting.</p> <p>Funding for New Perspectives FRA request is \$4,000 (\$3,500 plus indirects for FRA).</p>	<p>\$30,000 was already approved (including Festa Italiana and New Perspectives).</p>
FRA Funding Project/Task Code	R7F101.10	R7F101.10	R7F101.10
Funding Attachments	Link	Link	Link
Justification for Use of FRA Funds	Attendees will be from the New Perspectives and Users Meeting, and over 50% will be Fermilab Users, Affiliates, and Employees.	New Perspectives FRA funding is part of the Users Meeting 2024. FRA money is used because most attendees (more than 50%) are Users, Affiliates, and Employees of Fermilab.	Users Meeting is funded by the laboratory using FRA funds as the meeting is for all Users, Affiliates, and Employees. FRA funds allow for execution of the meeting and any unallowable costs associated with planning, food, and attendance.
Taher Event Order:			

Strategies	Status	Remarks
Poster session and reception		So, that budgets can be adjusted and poster presenters can get something to eat or drink
Site access issues		Make a list of site access issues that happended last year (2023). Ask Biswa or Sophie

List of Items to track	Status	Remarks
Community Fair		
In-person Tour		
Meeting recording, editing etc.		
Sending a reminder about registration		
Tracking of Invited talks		
Poster session organization (FSPA/Sophie)		
Designing poster award certificate		
Populating Indico		
Collecting rulers from Adam		
Request for Convening each session		

Question	Response
<p>The instructions state, "A rough draft of selected posters is required to be uploaded to the Indico page by July 1, 2024."</p> <p>Could you please provide further instructions on where exactly to upload the poster?</p> <p>I could not find it on the Indico page https://indico.fnal.gov/event/64626/abstracts/</p>	<p>For better clarity about the poster uploading, we have removed the first instruction. Now participants are not required to upload posters to Indico.</p>
<p>If printing the poster through Fermilab, the instructions mention "set it by July 5, 2024." Could you please clarify if this means to submit the poster for printing by July 5, or to have it printed by that date?</p>	<p>Cindy (cc'ed) here should correct me if I am wrong. If you are interested in printing a poster at Fermilab then you should email the FINAL version of your poster for printing in PDF format to Cindy Arnold at carnold@fnal.gov by or before EOB on 5th July</p>
<p>May I know what the typical printing times at Fermilab are? If I submit to print by July 5, can I get the poster by the poster session on July 10 ?</p> <p>if we have a LaTeX template for the poster since there are lots of formulas and symbols</p>	<p>She should be able to print and return your poster before the poster session.</p>
<p>is that all posters must be 3 x 4 feet, does this mean 3 feet in width or 3 feet in height?</p>	<p>the only template we have is a PowerPoint one. Please feel free to use your latex format to make the poster. The only thing we need is a final PDF version of the poster if you are interested in printing the poster at the lab.</p>
	<p>Yes, the required poster size is 3 x 4 feet. You can have it either landscape or portrait. We can accommodate both.</p>