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How to prepare and share reference documents and materials

Activities in your NRL network

E.g.,

Training courses

National exercises

National simulation exercises

National proficiency tests

NRL network meetings

NRL workshops

Face-to-face meetings

Virtual meetings

Data exercises

Laboratory exercises

Few or many participants

Individual meeting/activity or part of a series of meetings/same activity

Budget?

What are the requests from funding body?

Activities in your NRL network

To do when planning meetings/activities

In good time:

- Identify scope and aim of the activity

- Identify intended participants

- Plan dates

- Book venue

- Plan agenda/time schedule

- Organize consumables, laboratory space, data sharing

- Inform participants of planned meeting/activity, including content, venue and dates

- Forward details on practical issues to speakers and participants and others

- Meeting notes and evaluation

Key: Communication

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Consider:

Confirm scope and aim of the activity with workplan, agreements and relevant heads and collaborators

Type of meeting/activity:

- Gathering of knowledge or information?
- Distribution of knowledge or information?
- Discussion to reach agreement?
- Teaching activity?
- Learning activity?
- Might you – with a little extra effort be able to get something additional out of the activity (information, a report, a publication)?

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Consider:

- Identify who to invite (Few? Larger group? Well-known contacts? New contacts?)
- confirm list of invitees
- collect contact information (via network? via a survey?)

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Consider:

- Any deadlines that must be met?
- Any schedules/plans to take into account?
- Any conflicting meetings/activities?
- Any weeks/months that we know are particularly busy that we should dodge?

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Consider:

- The institution where you're based?
- Collaborator institution?
- Hotel/conference centre
- What's needed in the room? Chairs (theater style)? Chairs/tables? Discussion group setup?
- Virtual meeting?

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Consider:

Consult scope and aim of the activity with workplan, agreements and relevant heads and collaborators

- Any issues that must be covered?
- Any issues that you would like to cover?
- Should somebody be invited to speak?
- Should colleagues be invited to speak?
- Could a speaker join virtually?
- Should a 'strong figure' be invited to set the scene and welcome at the meeting?
- Leave some flexibility in the agenda for discussions and for agenda items taking more time than planned

For activities involving the laboratory:
- Schedule time for reactions, incubation

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Consider:

Plan with the laboratory:
- Consumables
- Time schedule
- Space
- Prepare participant protocols
- Participants to work in groups?
- Show some of the steps as a TV-kitchen?
- (Documentation of) safety introduction

Data sharing, e.g.,:
- Email
- Website
- ftp-sites
- ScienceData
- hardcopies

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- Meeting notes and evaluation

Consider:

Ensure participants are informed of
- where to be when
- what to bring (computer, software)
- what to have read (any publications or information participants should be acquainted with before the activity?)
- what to have prepared (info via a survey beforehand? Discuss with colleagues beforehand? Slides?)

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- <u>Organize consumables, laboratory space, data sharing</u>

- <u>Inform participants</u> of planned meeting/activity, including content, venue and dates

- Forward <u>details on practical issues</u> to speakers and participants and others

- Meeting notes and evaluation

Consider:

Communicate details with the
- speakers
- laboratory technicians
- hotel
- bus company
- canteen/restaurant

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- Meeting outcome, notes and evaluation

Consider:

At the meeting, summarize outcome/action items?

- Minutes? Meeting notes?
- Is a formal meeting report required?
- Who captures them? How?
- Who ensures approval/finalizes?

Oral feedback at the end of the meeting

Written feedback:
- hardcopy (few questions on paper)
- virtual/plenum (link to kahoot)
- virtual/individual (link to survey tool – e.g., EU survey)

As for funding

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- Agree activity with funding body

- Ensure that plans and agreements correspond to the budget

- Ensure to follow agreements made in relation to the budget

- Be specific to speakers and participants as to expenses covered by the organizers

- If external venue, ensure all expenses are covered
  - rental of rooms
  - technical assistance (sound/IT)
  - technical assistance (if hybrid or virtual meeting)

- Experience of other expenses that have come as a surprise?