

ORGANIZING YOUR NCEAS WORKING GROUP

SCHEDULING

Please contact Kristin Snyder and Michelle Morris at nceas@nceas.ucsb.edu to schedule your initial meeting, reserve meeting space, and confirm the names and addresses of participants in your group.

As you develop your meeting agenda, please correspond with the Director's assistant, [Ginger Gillquist](#), to schedule a brief (~15 min) introduction to NCEAS given by our Director or Deputy Director as part of your initial meeting. Our NCEAS computing staff will contact you prior to your meeting to schedule an orientation to computing during your first meeting. When your meeting agenda is final, please forward it to [Ginger Gillquist](#).

In the weeks before your Working Group arrives, you will be contacted by one of our resident Postdoctoral Scholars to arrange a "Tea Time" for your group to mingle with our resident post docs, generally during one of your group's coffee breaks.

FACILITIES -more information available on our [website](#)

NCEAS has two main conference rooms with additional space available for breakout groups. The larger conference room can accommodate up to 20 people comfortably, maximum 25, and has an adjacent room that can fit up to 10 people for smaller group discussions. Our smaller conference room can comfortably accommodate 15 people, maximum of 18. This room also has an associated break-out room that can accommodate about 8 people comfortably.

Both conference rooms are equipped with LCD projector(s), SMART boards, white boards, printers, as well as Ethernet and wireless internet access. NCEAS has a common-use computer laboratory equipped with various software and operating systems, as well as a fax machine, color printer, and copy machine. NCEAS also has video conferencing software available (great for participants who can not attend in person or have to cancel at the last minute). Please contact our [IT staff](#) in advance of your meeting for more information. Our IT staff can schedule a time at the beginning of your meeting to orient you to the SMART boards or other equipment, if it would be helpful to your group.

Our lounge is a common use area that many groups use informally for break-out space. The lounge has a LCD projector, a large flat screen monitor, and 2 SMART boards. This area is used by both visitors and residents, with only a few scheduled events that are more formal, such as receptions and seminars. If you anticipate needing this area for break-out groups, our staff can tell you if anything formal is scheduled in the lounge during your meeting, and otherwise you should feel free to use it as much as you like.

We will provide your group with a morning and afternoon snack, and coffee and tea throughout the day. Typically, groups eat their lunches and dinners as a group at the many near-by restaurants. Our staff can direct you to restaurants that can handle group lunches and/or dinners and can also help arrange food delivery should you want to have "working lunches".

COMPUTING RESOURCES -more information available on our [website](#)

NCEAS provides a variety of computing support including advice on scientific computing and data analysis, customized online collaborative services (e.g., a password-protected intranet for your working group), and general IT support. A member of our computing staff will contact you prior to your meeting to discuss your computing needs and arrange a time during your initial meeting for an orientation from our computing and ecoinformatics staff. Please be in touch with our computing staff by emailing help@nceas.ucsb.edu with any questions regarding available computing resources for your meeting.

INVITING PARTICIPANTS

NCEAS will send official invitations to your working group participants approximately two months before your meeting and participants are responsible for arranging their travel to and from NCEAS. The invitation contains all the necessary travel information for your participants, both domestic and international, to arrange their trips to Santa Barbara (e.g. hotel

reservations, guidance for booking airfare, and information regarding visas for international travelers). We will block hotel rooms for your working group participants at a near-by hotel, within walking distance (≤ 1 mile). Each participant will need to call the hotel to confirm their reservation at least one month in advance to the meeting date. The hotel will bill NCEAS directly for the cost of the rooms unless we have discussed some alternative arrangement with you beforehand.

Approximately three months prior to your meeting you will be sent a draft invitation to review, as well as a list of participants that we have on record for your group. Once the draft invitation has been reviewed and NCEAS has been provided with a full list of contact information (E-mail and physical mailing address) for each participant, the official invitation will be sent to the group. Group members are asked to contact the working group leader(s) to confirm their attendance as it is the responsibility of the working group leader(s) to manage the participant list for each meeting.

If you wish to change the participant list that was originally included in your proposal (e.g., new participants, group member substitution or deletion), please contact our Deputy Director [Stephanie Hampton](#) to discuss your proposed changes - our Science Advisory Board pays a great deal of attention to the participant lists and meeting structure during review, but we recognize that it is important to maintain flexibility as your Working Group moves along.

As your meeting approaches, if you have participant cancellations or requests for remote collaboration, please let us know by emailing nceas@nceas.ucsb.edu.

BUDGET GUIDELINES

The offer letter accepting your working group proposal outlines your budget for your meetings at NCEAS. You will be responsible for monitoring spending and ensuring that your group stays within this approved amount. Budget and spending updates can be obtained by contacting [Kristin Snyder](#), Business Officer, who can generate a report for your review. Any requests to modify the budget must be approved by NCEAS' Deputy Director or Director.

REIMBURSEMENT POLICIES AND PROCEDURES

Reimbursement forms with instructions will be emailed prior to the meeting. A generic reimbursement form can be accessed on our [website](#) for your reference. Unless your budget has other restrictions in place, participants will receive a maximum of \$55/day to cover food expenses and the hotel charges will be directly billed to NCEAS. We do not require meal receipts from non-UCSB participants, but we do need travel receipts. (UCSB participants should save a copy of meal receipts.) Reimbursement forms should be submitted after the conclusion of the meeting and participants can expect to be reimbursed approximately four to six weeks after submission. Reimbursements are usually issued to individual travelers (e.g., having one person pay the bill at dinner would complicate reimbursements). Please contact us (nceas@nceas.ucsb.edu) if you will require other arrangements (e.g. reimbursement directly to a U.S. federal agency, or Working Group members who may need travel advances to cover expenses). Once all participants have submitted their reimbursement claims, a budget report will be generated for your group and you will be contacted by our Financial Assistant, [Kris Vogel](#), with an updated budget for your project.