ORGANIZING YOUR WORKING GROUP AT NCEAS

SCHEDULING

To schedule your initial working group meeting, please contact the Events Coordinator, Ginger Gillquist at gillquist@nceas.ucsb.edu, with potential dates. Ginger will reserve meeting space, confirm the names and addresses of participants in your group, and initiate a hotel block.

As you develop your meeting agenda, please correspond with Ginger Gillquist, to schedule a brief (~15 min) introduction to NCEAS given by our Director and staff as part of your initial meeting. Our NCEAS IT staff will also schedule a brief orientation during your first meeting to provide an overview of the data management, scientific computing, and collaboration capabilities that are available. Please forward your final meeting agenda to Ginger Gillquist.

Please review the NCEAS commitment to inclusivity website.

FACILITIES -*more information available on our website*

NCEAS has a large conference room that can comfortably accommodate 16 people, with a maximum of 22. There are also additional spaces available for smaller groups of 10-12 people. The conference rooms are equipped with large flat screen monitors, whiteboards, wireless and wired Internet access. The conference and breakout spaces are also set up for video and audio conferencing. Please contact our IT staff in advance of your meeting if you have participants needing to join remotely. NCEAS has a common-use computer lab equipped with various software and operating systems, as well as a copy machine / printer / scanner combo. If you need to send a fax or print something in color, you can do so in the main office.

The NCEAS lounge is a large common use area that many groups use informally for break-out space. The lounge has two large flat screen monitors, and two whiteboards. Both visitors and residents use the lounge. If you anticipate needing this area for break-out groups, our staff can tell you if an event is scheduled in the lounge during your meeting, but otherwise you should feel free to use it as much as you like.

We will provide your working group with snacks for breaks, and coffee and tea throughout the day. Please be sure to schedule two breaks per day (not including lunch) for participants, even if no has verbally stated a desire for a break. Typically, groups eat their lunches and dinners together on our terrace or 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".

C O M P U T I N G   R E S O U R C E S *-more information available on our website*

NCEAS provides a variety of computing resources and 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. Please contact our computing staff by emailing help@nceas.ucsb.edu with any questions regarding available computing resources for your meeting.

I N V I T I N G   P A R T I C I P A N T S

NCEAS will email official invitations to your working group participants approximately two months before your meeting. You will have an opportunity to review the draft invitation and provide a final list of participants with their contact information (email and physical mailing address) before it is sent. The invitation contains all the necessary travel information for your participants to arrange travel to Santa Barbara (e.g. hotel reservations, guidance for booking flights, and information regarding visas for international travelers). NCEAS will block hotel rooms for your working group participants at a near-by hotel, within walking distance (≤1 mile) and each participant is asked to confirm his or her reservation with the hotel at least one month before the meeting date. The hotel will bill NCEAS directly for the cost of the rooms unless we have discussed an alternative arrangement with you beforehand.

The Working Group leader(s) are asked to contact group members to confirm their attendance, as it is the responsibility of the leader(s) to manage the participant list for each meeting. As your meeting approaches, if participants cancel or request remote collaboration, please let us know by emailing nceas@nceas.ucsb.edu.

S C H E D U L I N G   O F F S I T E   W O R K I N G   G R O U P S

If your working group is meeting in an offsite location, please follow these instructions: have a local working group affiliate select an affordable hotel and meeting facility, initiate a room block, and provide a contact person's name and email to [Ginger Gillquist](). Please note, if the hotel requires a signed contract, NCEAS needs a minimum of three weeks prior to any payment dates to process a contract. No payments can be made before a contract is approved and signed. Services such as catering, ground transportation, field trips, etc. also need to be coordinated at a local level. Ginger Gillquist will coordinate payment for catering through NCEAS once arrangements are finalized. If participants require ground transportation or lodging before or after the workshop due to travel schedules, they are responsible for arranging and paying for ground transportation and lodging upfront and seeking reimbursement following the working group meeting.

Reimbursement forms with instructions are emailed to working group participants prior to the meeting. A generic reimbursement form can be accessed on the NCEAS website. Unless your budget has other restrictions in place or other arrangements have been made, hotel charges will be directly billed to NCEAS and participants can claim a maximum of $62/day for food expenses. We do not require meal receipts from working group participants. All participants must submit travel receipts (e.g. taxi, Uber, baggage). Reimbursement forms should be submitted within 15 days after the conclusion of each meeting. Reimbursements are usually issued to individual travelers. Please avoid having one person pay the dinner bill as this complicates and possibly delays reimbursements. Please contact us (nceas@nceas.ucsb.edu) if you or anyone from your group will require other arrangements (e.g. reimbursement directly to a U.S. federal agency, visas, special travel circumstances).