Organizing Your Working Group at NCEAS

Scheduling
Please contact NCEAS Events Coordinator, Ginger Gillquist (gillquist@nceas.ucsb.edu), to schedule your working group meeting, reserve meeting space, initiate a hotel reservation block, and confirm names and email addresses of participants in your group.

As you develop an agenda for your first meeting, correspond with Ginger to schedule a brief (~15 min) NCEAS introduction by our Director. NCEAS IT staff will also present a brief overview of the data management, scientific computing, and collaboration options available to you. Please forward your final meeting agenda to Ginger.

Please also review the NCEAS commitment to inclusivity webpage.

Facilities *(more information available on our website)*
NCEAS has a large conference room that can comfortably accommodate 16 people. There are additional spaces for smaller groups of 8-10 people. Conference rooms and breakout spaces are equipped with large flat screen monitors, whiteboards, wireless and wired Internet access, and are set-up for video and audio conferencing. Please contact our IT staff (help@nceas.ucsb.edu) before your meeting if you plan to have remote participants. NCEAS has a common-use computer lab equipped with various software and operating systems, as well as a copy machine, printer and scanner.

Residents, visitors and working groups often use the NCEAS lounge (a large common area) for breakout space. The lounge has two large flat screen monitors and two whiteboards. If you anticipate needing this space, please ask our staff if it is available.

We will provide your 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 your participants, even if no one has verbally stated a desire for a break. Typically, groups eat lunches and dinners together at nearby restaurants. Our staff can direct you to restaurants suitable for group lunches and dinners, and can help arrange food delivery for "working lunches."

Computing Resources *(more information available on our website)*
NCEAS provides 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. Contact computing staff (help@nceas.ucsb.edu) with any questions regarding available computing resources for your meeting.

Inviting Participants
Please provide a final list of participants with contact information (e-mail and physical mailing address) to Ginger, who 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, which contains instructions on how your participants arrange travel to Santa Barbara (e.g. hotel reservations, guidance for booking flights, and visa information for international travelers). NCEAS will block rooms at a hotel within walking distance (~1 mile), and each participant is asked to confirm their reservation with the hotel at least one month before the meeting. The hotel will bill NCEAS directly for the cost of the rooms unless we have set an alternative arrangement with you beforehand.

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

Reimbursement Policies and Procedures
Reimbursement forms with instructions are emailed to working group participants prior to the meeting. Generic reimbursement forms can also be obtained on the NCEAS [website.](#) Unless your budget has restrictions in place or other arrangements have been made, hotel charges will be directly billed to NCEAS. Participants can claim a maximum of $62/day for food expenses. All participants must submit travel receipts (e.g. taxi, Uber, parking, 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 delays reimbursements. Please contact 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).

Communications Support
NCEAS can facilitate and amplify your working group's impact through some communications support, including social media promotion, press releases (when appropriate), and other stories that could appear on the NCEAS website or that we could pitch to an external media outlet. We may also be able to help identify communications activities and products that are most effective to help achieve your goals.

Your group should designate a communications liaison who will take the lead on this effort, including developing a communications plan with NCEAS' Communications and Policy Officer (Alex Phillips, aphillips@nceas.ucsb.edu). Our communications team is small and we may be limited in our capacity to help, but we aim to support all of our working groups in the most effective and efficient way.

See the "Communications Resources" section of [this webpage](#) for more information.

Acknowledging and Reporting Your Publications and Products
It is important that you *acknowledge NCEAS properly* in the publications and products produced directly by your working group – see our [suggested acknowledgement formats.](#)

To help us track, report, and communicate your publications and products, it is also important that your group report all publications and other products (e.g., datasets, databases, tools) to NCEAS. For publications or tools that you think might have broad interest, contact Communications and Policy Officer (Alex Phillips, aphillips@nceas.ucsb.edu), and we will support that product's promotion.