Outline for planning the Virtual IVOA meeting   *J Evans (23Jun2020)*

- Time Zone calculator - https://www.worldtimebuddy.com/
- Technology
    - Videocon: Zoom
    - Recording: Record via Zoom
    - Session messaging: Zoom chat
    - Live notes: Etherpad
- Organizing Program/Attendees, Steps to do in order:
    - Build Program prep page for meeting organization
        - https://wiki.ivoa.net/twiki/bin/view/IVOA/ProgramPrepVirtual
    - Set up Interop Web page with Virtual Interop information and post – MM/GT/GL from INAF created/sponsored page for May mtg
        - https://indico.ict.inaf.it/event/1056/
    - Send notification to Interop list announcing the meeting and soliciting input for topics – JE collected on twiki page – *Need to pick # weeks ahead that this task should be executed – was done on Apr17 last time but planning was late*
        - See below – attachment #1
    - WG/IG leads contributed topics on Program Organizing twiki page under New Requests
        - https://wiki.ivoa.net/twiki/bin/view/IVOA/ProgramPrepVirtual
        - Also monitored feedback and added list to Program Prep page – JE received/updated program prep page with proposed topics from attendees
    - PD/JE reviewed the topics and made 2 bins:
        - TCG Core topics
        - Topics outside core
    - Updated Interop Web Page for Registration and include Topics outside core for voting
        - Opened registration
            - See Attachment #2
        - Monitor registrants and responses to topics – MM/GT/GL
    - Build schedule using TCG core topics and highest voted topics from Registrants
    - Sent email few days ahead of meeting as a reminder to Registrants/Interop
        - See below – attachment #3
    - Sent a thank you to attendees and info about follow-in meetings ~one week after Interop
        - See Attachment #4
- Schedule
    - In scheduling be cognizant of the time zones and work to balance hours to be fair of attendees in all time zones as much as possible
    - We picked 3 time slots that sync'd with 8am in Victoria, Strasbourg, Sydney/Beijing and scheduled around those times
    - Scheduled 2.5 hours each day – (there were a few exceptions – see May interop program)
        - https://wiki.ivoa.net/twiki/bin/view/IVOA/InterOpMay2020
        - Decided to add Voting/Registered topics - 2.5 hours over 3 time slots to fit in 24 sessions
    - Assigned sessions/presenters to slots so that times were reasonable for them
    - Looked at schedule matrix vertically and horizontally in time zones to make interesting and balanced assignments of sessions for attendees
- Sessions
    - Each session has 4 coordinators
        - 1 – Primary Presenter
        - 2 – Proctor – Ensure Recording/Start on Time/End of Time/General oversite (Pat/Janet at last Interop)

- 3 – Monitor – Orchestrate taking/stopping questions, putting hands down, Managing mute button (Chosen by primary presenter for session)
- 4 – Note Taker – Etherpad (Chosen by primary presenter for session)
  - Attendees were also welcomed to add questions to etherpad during session; they were folded in during Q&A at end
- Each session is 1 hour and has 1 topic with ½ hour break between sessions
  - Primary presenter can organize into several presentation within the timeslot
- First day – Welcome, Exec presentation, TCG presentation, WG/IG presentations
- Plenary Session
  - Organize Plenary early in the schedule
  - G20 virtual summit choice, i.e. 12PM UTC. for plenary session
- Add suggested/hosted topics from Interop email

Attachment #1

Dear VO Community,

As follow-up to Chenzhou Cui's March 10 email (attached below) with cancellation of the IVOA meeting in Sydney due to COVID-19, we would like to catch you up on plans for a virtual IVOA meeting on the original dates: May 4-8.

The meeting format will be via a shared remote service, and there will be mechanisms in place for commenting on presentations and continuing discussions. We are planning to keep presentations short and save most of the time for your input and discussion.

We will not attempt to reproduce the cancelled in-person meeting, but will focus on important topics that require discussion. So:

***We welcome inputs on topics that you think should be presented/discussed at the meeting. Your input will drive the framework of our schedule!! You can *reply to this email* with your topic and description. ***

It is our intent to balance meeting times with awareness of international time zones. We will also keep and post notes from each session. There will be a registration web page in a ~ 1 week's time. We expect followup discussions that will be scheduled after a session.

We ask that you stay tuned for details and to plan on the week of May 04 for some IVOA interaction!!

Best Regards,
-Janet & Pat
(for the IVOA TCG)

Attachment #2

Dear IVOA Interop Colleagues,

I'm happy to announce Registration for the Virtual IVOA Meeting.

The dates for the meeting are **May 4-8** for the core meeting. Topical discussions will be scheduled going forward - your input on those topics is requested when registering.

** Link to meeting registration: https://indico.ict.inaf.it/e/ivoa/virtual2020

Based on your response to the Special Interest topics, we will pick a timezone that is reasonable for most interested parties. Cut off for Special interest input is **12:00 UTC, Friday May 1** for scheduling purposes … normal registration into next week is fine.

The schedule for the IVOA meeting will be posted by the end of this week. Here's a brief outline:
          . Day 1 (Mon, May04) will include the usual State of the IVOA session starting at 12:00 UTC for ~2 hours
          . Day 2-5 (Tu-Fri, May05-08) will include 3 sessions per day for ~1 hour each mapping to 8am local time in 3 timezones (Victoria, Strasbourg, Sydney).

We are working on a detailed program now and will announce it later this week.

Best regards,
-janet & pat

Attachment #3

(Sent 3 days ahead on May 1 2020)

Dear Interop Attendees (and those who are not registered but may),

We are looking forward to your participation in the first Virtual IVOA Interop meeting next week (May 4-8).

We've had a great response. Here is some information about our program and logistics that I hope you find helpful.

o The Interop Program has been posted and is available:
https://wiki.ivoa.net/twiki/bin/view/IVOA/InterOpMay2020

o Our plan is to setup a Zoom meeting with a link that will be available on the Program page (link above) on the day of the session.

o We will use the Zoom 'hand waving' feature (under the participants listing) and 'chat' window for messaging during a session. There will be a monitor for each session who will be managing interactions.

o We will use etherpad for session notes. A link will be provided at the start of each session. This is another place to ask questions.

o The plan is to keep most presentations short. We encourage discussion and questions. So come prepared to chat.

o Here is a link to the Interop Web page, you can still sign-up:
 https://indico.ict.inaf.it/e/ivoa/virtual2020

Best regards,
-janet & pat
(for the IVOA TCG)

Attachment #4

(Sent 1 week after Interop)

Dear IVOA attendees,

The IVOA Executive committee and Technical Coordination Group want to thank you for attending our first Virtual IVOA meeting May 4-8.

As follow-up, session notes and videos are all available to you. The notes can be accessed from the Schedule link below where you then click on the session name to get to the notes. The videos are available from the CANFAR Storage UI or VoSpace.

notes: https://wiki.ivoa.net/twiki/bin/view/IVOA/InterOpMay2020

videos: https://www.canfar.net/storage/list/pdowler/ivoa/virtual2020a
-or-
VOspace: vos://cadc.nrc.ca~vault/pdowler/ivoa/virtual2020a

We have also scheduled several follow-on meetings. You can find those meetings posted at the bottom of the Schedule page if you are interested in attending. (Link above)

Finally, we welcome you to view the following web page with information about joining any of the Working groups or Interest groups that presented at IVOA. You will find information about each Working group, Current chairs/Vice chairs, and how to be added to the mail list.

http://www.ivoa.net/members/index.html

Best regards,
-janet & pat
(for the IVOA TCG)