

Center for Functional Nanomaterials User Executive Committee (CFN UEC)

November 21, 2023 Meeting Minutes

Attendees:

- Laiba Bilal
- Nataniel Medina
- Karen Chen
- Shruti Sharma
- Manuel Lozano
- Andreas Liapis

Meeting location: Zoom only

Minutes prepared by: Nataniel Medina Berríos

Meeting Minutes:

- Whole organizing meeting and committee group meetings.
- Reach out to committee members.
 - Chairs: Get member list of contact.
 - Establish agenda.
- Users' Meeting 3 days in person (Monday-Thursday) and Friday virtual.
 - 13-17 May 2024.
- Establish deadlines based on how many weeks the committees need to take to evaluate proposals and/or submissions.
 - January 9th Tuesday Submission deadline for Workshop proposals
- Posters usually done at Berkner Hall but up for discussion.
 - Vendor and panels will still be done at Berkner Hall.
 - Is it fully booked?
 - Poster contest.
 - Organize rubric and judges.
 - Winners usually announced during plenary session.
 - Usually winning posters were displayed at CFN and NSLS-II
 - Expenses for poster prizes, materials for poster displaying, etc. (list needs to be completed).
 - How much space for posters? (Around 50 by previous experience).
 - Check numbers with Grace.
 - For consideration: Maybe do poster award for in person and perhaps a virtual exposition for the rest of posters.
 - Promotion of poster contest.
 - As much as possible.
 - Give a list of resources around BNL
 - Does BNL print posters?
- January meeting
 - The week of the 17th to the 22nd
 - Poll to be sent.

Topics for next meeting

- Results from Users' Meeting Survey and Image Contest. Open until December 1st