



## National Evolutionary Synthesis Center

2024 W. Main St., Suite A200

Durham, NC 27705 USA

<http://www.nescent.org>

919-668-4551

### LEADER'S CHECKLIST FOR GROUP MEETINGS

#### **Immediate needs relevant to your award:**

1.  Your signed offer letter returned to NESCent with anticipated date of meeting (mail to Karen Henry, [khenry@nescent.org](mailto:khenry@nescent.org))
2.  Contact Todd Vision, Associate Director of Informatics ([tjv@bio.unc.edu](mailto:tjv@bio.unc.edu)), to discuss informatics support
3.  Review the following documents
  - a.  Informational Letter from Director
  - b.  Staff Contacts
  - c.  NESCent Travel Guidelines
  - d.  IT Support Policy
  - e.  Reporting Requirements
  - f.  Best Practices

#### **Due 3 months before meeting – logistical planning with Danielle Wilson, Logistics and Events Coordinator ([Danielle@nescent.org](mailto:Danielle@nescent.org) or 919-668-4545):**

1.  Confirmation of meeting dates (or alternative dates)
2.  Complete Meeting Information Form (hotel selection, required equipment, etc.)
3.  Danielle provides a sample agenda

#### **Due 2 months before meeting – logistical planning with Danielle Wilson:**

1.  Provide Danielle list of attendees, with their email addresses and home institutions
2.  Danielle contacts all participants with travel arrangements and policies
3.  Participants make airline reservations

#### **Due 1 month before meeting – logistical planning with Danielle Wilson:**

1.  Provide Danielle the draft agenda following the sample agenda format
2.  Provide Danielle catering and meal preferences
3.  Participants register for the meeting by entering demographic and reimbursement information into NESCent's administrative database (NEAD) at <https://nead.nescent.org/nead/login.go>

#### **Due 2 weeks before meeting – logistical planning with Danielle Wilson:**

1.  Provide Danielle final agenda and final list of participants
2.  Danielle sends to all participants the final agenda, list of participants, and arrival/departure information

#### **During meeting:**

1.  Assessment with Chris Shields, Assessment Coordinator
2.  NESCent will collect passport/visa information from foreign nationals
3.  NESCent will take a group photo
4.  Participants complete Logistics/Informatics Survey

**Due 1 week after meeting:**

1.  Participants send receipts for reimbursements to Barbara Mitchell, 2024 W. Main St., Suite A200, Durham, NC 27705

**Due 1 month after meeting:**

1.  Enter meeting report into the NESCent Administrative Database (NEAD) at <https://nead.nescent.org/nead/login.go>
2.  Select date for next meeting (if a Working Group)
3.  One month and beyond, contact Robin Smith, Communications Manager ([rsmith@nescent.org](mailto:rsmith@nescent.org)), about papers in press and other products you would like our news office to highlight. Also enter these into NEAD