

# International Gravitational-Wave Outreach Group

*Inaugural Meeting, Valencia, July 13th 2019*

## Briefing Document

The aim of this meeting is to gather together enthusiasts and advocates for gravitational-wave education and outreach to share news of current activities, best practice and future plans, and to identify common EPO themes where we might work together collaboratively in the future.

### Timetable and Overall Plan

The plan is to begin with some short overview presentations, describing the motivation for the meeting and what we hope to achieve, followed by substantial time for breakout sessions - including feedback from these to the entire group - and development of a consensus for the path forward.

The revised draft schedule is at <https://indico.ego-gw.it/event/29/>. In particular, we have reduced the length of the introductory talks to accommodate **two** sets of break-out sessions: one just before lunch (1200 - 1300) and the other just after (1430 - 1530).

We propose to run all break-out sessions twice, to maximise the opportunities for participants to join the breakout groups of their choice. If some groups have few participants we may just run them once, or may convene them for a shorter time in the second session - after which participants can join other groups of their choice.

We have information on participants' provisional choice (1st, 2nd and 3rd preference) of breakout sessions. Based on this it seems likely that some groups will be quite large (particularly as lots of participants did not yet express their preferences). We have, therefore, assigned **two** convenors to some groups to help them run smoothly (and to allow the convenors themselves some flexibility to contribute to different breakout groups)

### Proposed Breakout Groups and Group Convenors

- **Organizational Structure for IGOG** (Convenors: Nicolas Arnaud, Steve Goldfarb)
- **Art and Science** (Convenor: Isa Cordero)
- **Communication** (Convenors: David Keitel, Ryan Lang)
- **Outreach to Under-Represented Groups** (Convenors: Livia Conti, Jeff Hazboun)
- **Formal Education** (Convenors: William Katzman, Kathryn Williamson)
- **Science Festivals** (Convenors: Joey Key, Paul Baker)
- **Multi-messenger Astronomy** (Convenors: Chris North, Zsuzsa Marka)
- **Political Outreach** (Convenor: Martin Hendry)
- **Evaluation** (Convenor: Magdalena Kersting)

### Suggested Plan for Each Breakout Session

- Convenor(s) introduce themselves and remind participants of the “ground rules” for the session (see also [indico page](#)):

“The organisers are committed to making this meeting productive and enjoyable for everyone involved. Be professional and respectful. Allow everyone the chance to speak. Step Up, Step Back: Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.”

- Convenor(s) emphasise the goals of the session: to share best practice, brainstorm ideas and (hopefully) emerge with **three specific actions** (to be fed back to the wider group). Convenor(s), or a nominated scribe, should make some notes on the conversations and ideas that are shared. A google slides doc will be created on which the three action items should be filled in.
- Convenor(s) go around the other participants, asking them to introduce themselves and say a few words about why they are here - e.g. what EPO experience / expertise they bring or what they personally hope to achieve / take away from the meeting.
- Convenor(s) stimulate discussion around the following three questions (these are just designed as a guide and it's absolutely fine if the conversations take a different direction, but please *do* try to address question 3 at least):
  - What do you think is the key EPO challenge to be overcome with regard to this breakout topic?
  - What do you think are the benefits of different GW projects/collaborations working together on EPO - in relation to this specific breakout topic and more generally?
  - What three specific actions would you suggest that we take forward for this breakout topic? (Please think “blue sky” here and be ambitious, but do remember that many activities we might like to do will require people and funding to make them happen, so ideas about those aspects are welcomed too).
- Assuming that breakout sessions run a second time in the afternoon, the draft google slide text put together during the morning breakout session can be a starting point for the second round of discussions. Breakout convenors can either edit their google slide into a single set of proposed actions, synthesised from both sessions, or can present separate sets of actions from each session.

### **Suggested Plan for Final Sessions**

In the shareout session (1530 - 1615) the plan will be to go through the google slides that have been populated during the breakout sessions. The breakout convenors will be invited to come forward and speak to these for approx. 5 minutes each, commenting on the 3 actions and reporting on any other points that the discussions have brought out. The final session (**Consensus on a path forward**, 1645 - 1745) will then gather feedback from the entire group on the proposed actions and discuss general questions about the overall structure of IGOG going forward: e.g. how to communicate amongst ourselves, when to meet up F2F again etc.

For those staying in Valencia on the Saturday evening we can suggest eating together informally. (We will look to the locals for suggestions on good places to eat!)

Jul 11th 2019