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Cosmic Frontier Lab Research Review - setup

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Wed, Jul 17, 2013 at 10:46 AM

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Cc: "Crawford, Glen" <Crawford.Glen@science.doe.gov>, "Salamon, Michael" <Michael.Salamon@science.doe.gov>

Hi All,

The review is planned to be held **9/16 – 9/19** and will probably be at the **Key Bridge Marriott** near Reagan-National airport. It is right across the bridge from Georgetown so convenient to walk to restaurants etc.

→ I am only able to hold it here on the condition that people don't rent cars – so that we cut down on overall costs. So please take that into account when making your travel plans. You could take the metro or taxi to/from the airport. While at the meeting, a car would be way more trouble than it's worth.

There will be 2 breakout rooms available for you to prepare for your presentations.

→ Please confirm the 3 items in the enclosed worksheet **by tomorrow** if possible so that I can finalize this!

I'm enclosing a spreadsheet with 3 worksheets:

1. Agenda (nearly-final-draft)

I've tried to move the labs around as requested please confirm whether you can support these dates.

2. Attendees

I've used the info at the bottom of the Agenda to calculate how many people will attend from each lab each day. Please confirm because this affects the room size.

3. Calculate pages & minutes

I've used your group size, how many thrusts you're involved in, as well as new thrusts, to calculate how many pages you will get for the TOTAL of the main text sections of the background writeup as well as the TOTAL presentation time during the review. Please confirm that my numbers are correct (or close).

NOTES

- I know that you won't have as much time as you'd like to give your presentations or as many pages as you'd like in the background writeup but I've tried to make it fair while fitting everything in.
- Remember that this is a review of the Cosmic Frontier Experimental Research budget code (KA230102) and you should tailor your background materials and presentations to this. If you have people in your group that work in this area but aren't funded, or requesting funding, on KA230102 you will describe this within the # pages and time allotted.
- I'm still responding to questions while finalizing the guidance on materials needed (background writeup and spreadsheets) as well as the templates – will send out soon.



FY13 Cosmic Frontier Lab Research Review Agenda Attendees Pages Time - send to labs on

17July2013.xlsx

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