



## VIRTUAL MEETING MANAGEMENT

*CPAESS Meeting Planner Tammy Kepple managing the 2020 CEDAR meeting.*

*CPAESS is a part of UCAR and is embedded in the Earth system science culture. Our relationships and experience make us uniquely positioned to convene your scientific community.*

## You take care of the science. CPAESS handles the rest.

### **Physically apart, but virtually united.**

During the pandemic many of the critical in-person meetings, conferences, and workshops that typically occur have ground to a halt. Nevertheless the idea-sharing and brainstorming that are the fruit of these meetings are critical to move science forward.

The challenge has been that people have been utilizing a variety of methods to meet virtually. The problem is that managing a meeting and managing its technological aspects detract an organizer's attention from the content of the meeting and its scientific purpose. No worries. With CPAESS you can take care of the science, and we'll handle the rest.

Our team of professional meeting planners is skilled in engaging audiences across a variety of platforms and online tools, so that your collaborative scientific efforts can move forward without interruption.

### **Our Experience**

Building upon our three decades of experience with scientific event convening, we have developed a robust tool set necessary for interactive workshops to share ideas and actively exchange ongoing research. We partner with you to create the virtual meeting requirements including developing your budget, your task timeline, and choice of virtual technological tools. Some recent examples of our virtual work include:

*"The multimedia staff are total rock stars!" and  
"You did amazing work and organization - even  
during such a terrible time. A great THANK YOU!"*

**NASA Heliophysics Summer School**

**CEDAR**

This year's NSF 2020 Coupling, Energetics and Dynamics of Atmospheric Regions (CEDAR) conference convened 617 people, and was converted from an on-site meeting initially to be held in Santa Fe, New Mexico to a virtual conference. CPAESS provided the virtual meeting support for this workshop held 22 - 26 June 2020. The meeting was held in collaboration with NCAR's High Altitude Observatory (HAO).

Meeting Tools: Virtual Talks recorded on Zoom and broadcast onto YouTube, break out sessions on various programs based on host preference, posters & abstracts hosted on YouTube channel with 10-15 minute

individual presentations, and additional Q&A and interactivity with Slido.

**NASA's Heliophysics Summer School**

CPAESS managed a 2-week long virtual NASA Heliophysics Summer School held 6-17 July 2020 with 40 students from across the globe. Lectures, labs, career panels, and office hours were all managed virtually over 8 different time zones. The meeting was held in

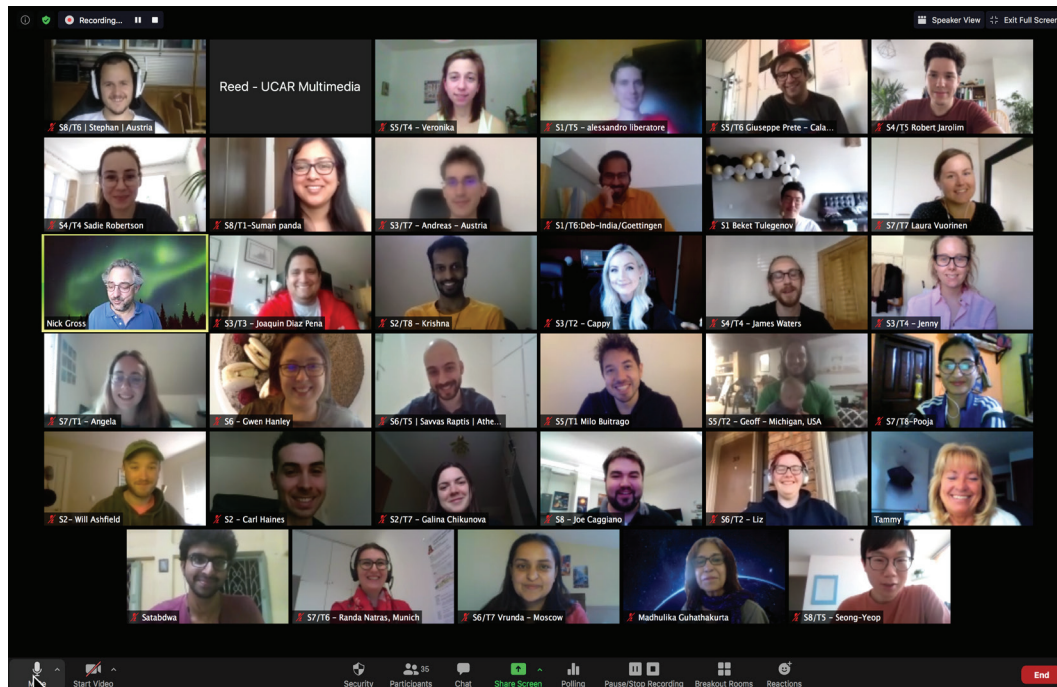
collaboration with NCAR's High Altitude Observatory (HAO). Virtual Tools: Lectures on Zoom then later uploaded onto YouTube, laboratory activities and school office hours held on Slack and Slack groups based on time zone. Class materials - textbook, lecture notes, support videos, etc. were all uploaded to a website and a YouTube channel.

**SIMA**

CPAESS managed the virtual Community Workshop System for Integrated Modeling of the Atmosphere (SIMA) held 29 June - 1 July 2020 with 150 participants. This NSF-sponsored event was executed in collaboration with NCAR's Climate & Global Dynamics (CGD). Virtual Tools: Meeting conducted through Zoom and Zoom Rooms, and various software utilized for questions and interactivity

**One Size Doesn't Fit All**

We are aware that when it comes to virtual meetings "one size doesn't fit all" and we have a robust suite of technologies at your disposal to handle the intricacies necessary for a spectrum of virtual and hybrid meetings.



*Students participating in the virtual international 2020 NASA Heliophysics Summer School.*

**More Info**  
Scientific Event Management and Virtual Conferences  
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