JUMP 2.0 Center Annual Reviews

JUMP 2.0 Annual Review Dates

Center	Tentative Dates	Tentative Location
COCOSYS	May 16-17, 2023	Atlanta, Georgia Tech
CUBIC	June 27-28, 2023	NYC, Columbia
SUPREME	August 2-3, 2023	Ithaca, Cornell University
CHIMES	September 5-6, 2023	State College, Penn State
ACE	October 4-5, 2023	Chicago, UIUC
COGNISENSE	October 11-12, 2023	Atlanta, Georgia Tech
PRISM	November 8-9, 2023	La Jolla, UCSD

Annual Review Logistics

- Identify a local hotel(s)
  - You can secure a room block if you wish, but be careful of requirements that may incur costs
  - Ask if the hotel has a government rate. If it does not, try to find a nearby hotel that offers a government rate for our DoD attendees.
  - Provide the hotel information to tameka.bell@src.org as soon as it's available – but not later than 8 weeks from the event date.
    - Hotel name(s), address, online link for booking (if available), phone number for reservations and room block name if appropriate (i.e. *CoCoSys 2023 Annual Review*)
    - Deadline for securing reservations (usually 1 – 2 weeks prior to the first night)
- Meals during the annual reviews
  - Continental breakfast (incl. coffee, tea, bottled water)
  - Morning break (refreshed beverages), afternoon break (light snack), lunch
  - Dinner (first evening of event only)
  - Provide same meals for second day, minus dinner
- If dinner is held at an off-site location, consider transportation needs and decide accordingly

- Registration will be hosted on the SRC website and will include items below + any additional information you would like to collect
  - *I will attend*: Review Day 1, Dinner Day 1, Review Day 2
  - Dietary restrictions
  - WebEx link request (for Sponsors who are unable to travel)
  - The date you would like for registration to end
    - SRC will send the registrant reports on the cadence you request for name badges, catering headcounts, dietary, etc.

SRC

Annual Review Logistics, cont'd

- Room set-up
  - Classroom style
  - Projector and screen
  - Power strips or other power source for laptops
- Registration table set up for name badges, agendas, sign-in sheet
  - Should either be outside the room or in the back so it won't interrupt the review if attendees arrive late
  - Tameka will send you a template for printing name badges and will provide the final registration list for merging
- Wireless connection for attendees
  - Print connection and password information - provide at registration
- One wired connection for WebEx
  - A WebEx virtual option is required for Sponsors who are unable to travel (please conduct a dry run to ensure audio and video is working properly and presentations are displaying correctly
  - Advise remote participants to chat their questions and have the chat monitored by a student

SRC

WebEx for Annual Reviews

- Sponsors may choose to join via WebEx
  - Create your WebEx URL and send to Tameka.bell@src.org when you send the agenda
  - WebEx is not an option for the industry caucus
    - Private room, projector and screen are needed for the industry caucus
  - We will include remote attendance as a registration option

- ➢ Remote attendance is not an option for PIs or students and all are required to attend the annual reviews

SRC

Budgets for Annual Reviews

- Alcohol will not be reimbursed from the JUMP budget (you may provide alcohol, but it must come from another budget)
- Any entertainment expenses must be modest and pre-approved
- Be mindful of expenses when planning your annual reviews

SRC

Annual Review Procedures

- Draft agenda is due to Tameka.bell@src.org **eight weeks** prior to the event start date
  - Draft should be prepared in either Excel or Word for ease of copying to our website
  - Allow ~45 mins. at the end of the first day (before dinner) for an informal student/sponsor networking session/panel (SRC will moderate and invite the sponsor panelists)
  - Allow 1.5 hours at the end of the second day for the industry caucus session (open to industry only)
  - Schedule 20 – 30 minutes at the end of the industry caucus for Roman Caudillo (JUMP 2.0 Executive Director) and/or Adam Knapp (JUMP 2.0 Program Manager) to meet with the Director and Assistant Director
    - Draft agenda must include the presenter's name/affiliation, along with the projects being reviewed.
    - Names on agenda should be entered as first name, last name, affiliation (*Leslie Faiers, SRC*)
  - Roman/Adam will review / approve the agenda prior to website posting
  - Agendas will be posted to the SRC website once approved
  - Updates can be made to the agenda
  - Tameka will forward the registration link that you will provide to your Center participants, along with the annual review announcement
  - Registration is required and will be hosted on the SRC website
  - Tameka will communicate with our sponsors regarding the annual reviews

SRC

Annual Review Procedures (continued)

- A student catalog of students presenting posters is to be provided **4 weeks** in advance of the Annual Review and is to include:
  - Student photo, Email, Available for hire date, Advisor, Poster title and Abstract and additional authors
- Student 3-5 minute pre-recorded Videos + Poster pdfs are due **2 weeks** in advance of the review
- An acronym list is to be provided for posting to our site **one week** in advance of the review
- Near-final versions of ALL annual review presentations are required to be uploaded to Pillar **one week prior** to the event
  - Communicate this requirement to your presenters well in advance to ensure they meet the deadline
  - Updates to presentations are ok, however….
  - ➢ The **FINAL** version of the presentation is required to be uploaded to the SRC website the evening prior to the event so it is available for download the morning of the event

➢ **Inability to comply with deadlines may impact future funding**
  - Please make note of, communicate/display deadlines to ensure they are met

Do not forward information regarding the annual reviews outside of the JUMP 2.0 community without prior permission

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Annual Review Presentations

- A brief theme overview should be presented by each theme leader
  - A sub-set of the Center projects (~2 per theme) should be 'deep dive' presentations, approximately 20 minutes in length
  - We want to see a combination of professors AND students presenting
- Include invited industry talks for each annual review (2 sponsors minimum participating / 1 per day / 30 minutes ea.)
  - Center Director/Center Admin responsible for extending an invitation and confirming their attendance
  - Industry speakers should be a balance of commercial and defense
- It is important to note that only a fraction of the projects will be presented at the annual reviews
  - These are the projects that should be included in the draft agenda sent to us 8 weeks in advance of the event
  - Different projects will be presented at each of the annual reviews
- ALL presentations should include a slide listing PIs and students associated with that particular theme/project, as well as a slide (at the end) listing liaisons and publications/papers
  - No need to 'read' these slides, but it's nice to include the information in case sponsors want to refer to it later

- ➢ A good question for Directors to ask as they are preparing the draft agenda: What does each one of our sponsors get from this Center?

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Importance of Student Engagements

- A reminder that the annual review presentations should be a combination of professors and students
- Maximize the student poster time during the annual reviews
    - Be aware of 'space to move around' when choosing your location and determining the set-up for student interactions
    - Whether in the beginning, middle, or end of the program, students should have plenty of information to present to the sponsors
        - This is what I will be doing….
        - This is what I am doing….
        - This is what I did…..
    - Student presentations will be on project(s)
        - Student / industry interaction session will be posters