ASTR 8500

Professional Meetings: Strategies and Etiquette

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Outline

❖ AAS Meetings and Conferences

❖ Technical and Committee Meetings

AAS Meetings and Conferences

- ❖ Have elevated pitch
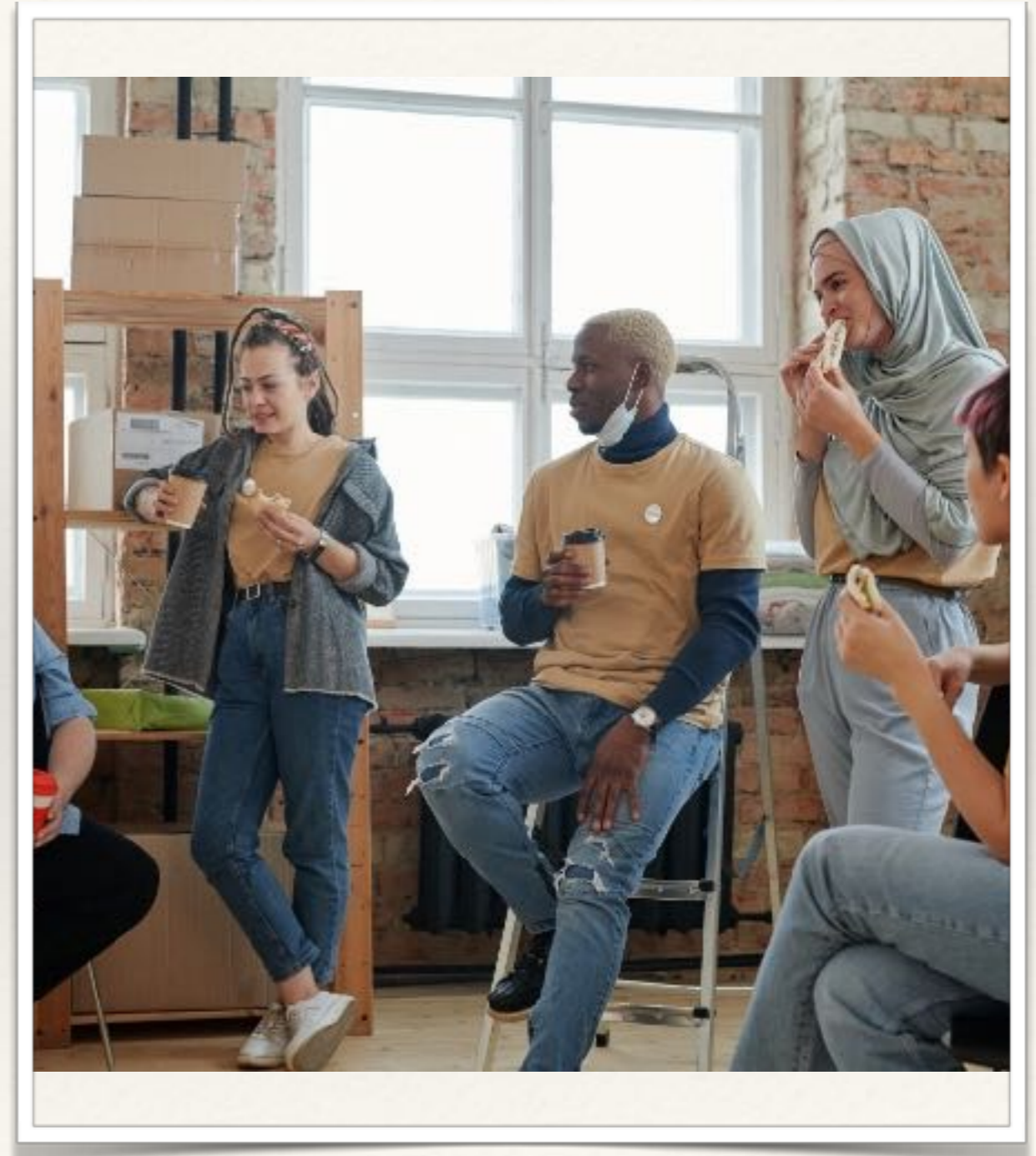- ❖ Find out beforehand who is attending and speaking
- ❖ Engage!

Basic Recommendations

❖ Obey the "golden rule"

❖ Wear your AAS identification badge at all times during the meeting

❖ Be quiet during presentations; use computers and mobile devices discreetly.

❖ Do not blog, tweet, or otherwise post private conversations online.

How do I best want to present?

- ❖ Talk
- ❖ Poster
- ❖ Round Table
- ❖ Coffee Break
- ❖ Dinners
- ❖ Outings

Most typical styles in conferences

Dressing Code

Dress Code

- Depending on activity

- Always have a "nicer" alternative for more formal enviroment

Coffee Break

Good oppotunity to engage and meet other people. Could help you gain visibility.

My experience:
Technical and Committee Meetings

Several Types of Meetings

- Infrastructure Meetings

- Pre-ship Reviews

- Operations Related Meetings

- MC Meetings

- Other "flavors"

Things to Do: Leading a Meeting

- Keep an eye to maintain topics on track

- People's time is important

- Have a clear agenda

- Respectful for diversity

- Address people with the proper pronoun

- Moderate discussions

Things to do: As Attendee

- Have your material ready

- Be concise and direct with your ideas

- Try to contribute to the discussion

- Stay off social media

- Be quiet

Things to Avoid

- Never interrupt

- Getting emotional

- Diminishing collaborators, be respectful!

- Sending a follow-up email if you are upset

- Repeating ideas already discussed

COINS
The Committee On INclusiveness in SDSS

- ❖ Best Practices

- ❖ Meeting accessibility

- ❖ Telecon recommendations

- ❖ Chairing guidelines

- ❖ Virtual Chairing Guidelines

- ❖ Guide to Conflict Resolution:

Summary

- ❖ Always try to present (have material ready)

- ❖ Talk to people

- ❖ Participate as much as possible

- ❖ Be mindful

Resources

- https://aas.org/policies/meeting-etiquette
- https://www.sdss.org/collaboration/coins/