

DPS Meetings Exploration Team Charter finalized May 31, 2022

The goal of the DPS Meetings Exploration Team (DPS-MXT/"DPS mixt") is to identify, for the DPS Committee, options for future DPS fall meetings and options for such meetings' structure, so as to best serve the full DPS community. In particular, this team will outline a definition(s) of hybrid meetings (i.e., a meeting with both in-person and remote participants) and identify risks/costs/resources/benefits associated with each such definition. Furthermore, this team will recommend next steps to the DPS Committee for effective development of future DPS meetings, including—but not limited to—those with hybrid structure. Output from this team will be delivered to the DPS Committee and DPS community via a few interim reports and then a final written report by the end of calendar year 2022.

Scope:

- Define what should be included (for organizers and participants) within a "hybrid" meeting structure. Note that this could be a spectrum or number of types of "hybrid" structures. Such a structure should specify:
 - Stakeholders (including meeting attendees with different life needs, career levels, and history with DPS; exhibitors; and the DPS/AAS folks providing financial and organization resources)
 - Level and types of meeting/community engagement possible for remote attendees, including consideration of interaction between remote and in-person attendees.
 - Possibilities of asynchronous interactions, such as pre-recorded talks that require folks to spend the preceding week watching them (or skipping them entirely or live talks at the meeting that are recorded and posted afterwards.
 - Impact on all typical parts of meetings, such as networking, oral presentations (parallel or plenary), poster presentations, and workshops/side meetings.
- Identify benefits and costs/risks associated with these structures. Such discussion should include consideration, for each hybrid meeting structure, of:
 - Safety, inclusivity, and equity impacts for subsets of the planetary science community, that would impact ability to participate in the DPS community and its activities,
 - Potential impact of the meeting organization onto the broader society and world (including science inclusivity and outreach, and environmental impacts),
 - Cost and cost risk to AAS, DPS, and meeting participants.
- Identify resources needed (especially if new or significantly higher than those needed for past, non-hybrid DPS meetings and activities) for the organization and implementation of these hybrid meeting structures. Such resources would include (but are not limited to):
 - Technology platforms* that enable remote access to information, presentations, and discussion,
 - Pre-meeting labor and time-duration(s) needed for coordination and organization of the meeting,

- During-meeting labor needed for meeting implementation,
- Information needed for organizers and participants to do their work in an efficient/effective manner.
- Make actionable recommendations about how DPS can best support hybrid meetings in the future, including considerations of:
 - Organization and support structures
 - Timing (including interspersed with meetings that may be fully in-person or fully virtually)
 - Setting registration costs
 - Meeting policies
- To gather needed information, we may invite members of the planetary science or other communities to share their experiences with planning or attending hybrid/virtual meetings, as well as reasons for choosing to attend or not attend a meeting. We also may solicit for broader community input via a survey or request for comments.

*Note that this team should not recommend specific vendors; this team's focus is on identifying the needs of the community that such platforms should address via their capabilities/features (thus helping to inform any vendor selection by DPS or AAS).

Membership:

- DPS Committee: [Serina Diniegar](#) (DPS-MXT Chair), Tony Roman
- Education Sub-committee: [Brian Jackson*](#) (also on DPS Committee; 2024 LOC chair)
- Environmental Sub-committee: Jack Lissauer, Anne Virkki
- Professional Development Sub-committee: Nick Lang, Audrey Martin, Tom Nordheim
- Professional Culture and Climate Sub-committee: [Jodi Berdis*](#), James Roberts, [Jen Piatek*](#)
- Publication Sub-committee: Teddy Kareta
- Add'n 2022 DPS Meeting organizing committees: [Susan Benecchi^](#), [Tim Holtv](#)
*Color-coding: *2022 DPS Meeting LOC member, ^2022 DPS Meeting SOC member, v2022 DPS Meeting VOC member*

Schedule and plans:

- **May 6:** kick off meeting to confirm scope, membership, and plan
 - May 20: Present plan to DPS Committee, to gather feedback and agreement
 - May 31: release the charter and announce effort to DPS community
- **June through October** - hold 2-4 telecons/month to share information and develop report. Likely to involve dividing into subgroups.
 - At least two progress reports to DPS Committee through this time.
 - **mid-September:** present report draft to DPS Committee
 - **October:** present status at DPS business meeting to DPS community
- **November** - finish the report, building in lessons learned from the DPS meeting
- **December** - present the final report to DPS Committee.
 - Potentially present report to AAS
 - Release report to the community - through a posting of the report to the website, and potentially via a DPS townhall.