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/ Applicability of Radiation-Response Models to Low Dose Protection Standards /
/ Topical Planning meeting notes for Tuesday June 5th, 2018                   /
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Members in attendance:
\* Jerry
\* Anna
\* Wanda
\* Steve
\* Wayne
\* Jillian
\* Sharon (from Energy Nortwest)
\* Kris
\* Bob
\* Paul
\* Y. Mike
\* Justin (from Mid-Columbia Mastersingers)
\* Emily (Jillian's daughter)
\* Alan
\* Tony

On the phone:
\* Virginia

4:34P
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Wanda took care of introductions prior to Alan arriving. Starting with the minutes. Alan said that we have final approval without Alan having to go to Philadelphia. Alan said that we should triple Bob's salary because due to his efforts we had no issues. Alan said that last time he got whiplashed because tours and the website was way down on the list. Alan said that registration would be moved up as well. We will be starting with Kris today and tours. Kris said that we weren't able to get Forte for the meeting because they will be working on practicing Christmas songs at that point. She said that she will also be looking to see if she can get either a hand-bell choir or possibly a Mexican dance group (ballet folklorico?). Kris asked Justin to do a couple of fun songs for dinner which are nice and science-like and deal with the periodic table. Kris also asked a couple of people to sing chemical love to each other.

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Kris said that we still haven't solved the issue of allowing people to get out to breaks. Also, we need to make sure that they have a chance to go out for smoke breaks if need be. Jerry said that the hotel has designated areas for smoking and that he will look into it. Kris looked over some options and had vinegar braised chicken, orzo salad, and a sweet potato moose. She said if we did something like this for the B reactor tour, then there would need to be something small like apple slices during the bus ride out. It sounds like this will likely be handled by Ethos. Apparently the tents will be left up for three days, Steve pointed out that we are riding on the coat-tails of the Mastersingers. Kris said that $35 all inclusive and would technically upgrade it with pork-chops for $5. Or we could do the appetizers out there instead.

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Justin asked what the expectation was for the meal during the service. He said that if we wanted to do full meal with alcohol service, it would be around $40/head. Alan asked about Salmon and Kris said that it would up the price significantly. Kris said that we had originally planned for $30/head, so she isn't sure where we would come up with the additional $5/head. So in total it comes out to $90/head, which includes the bus ride. Alan asked if the buses were being taken care of, and Anna pointed out that Kris is personally paying for the buses. Tony said that we are going to get 30K from Bruce Power. We decided to split it up and use 10K for the event and 20K for travel. Tony thinks that if we need to shuffle things about a little bit that would be okay. Kris is saying that what she is hearing is that this stuff would cost more. If we have to figure $5-10 more per person then we would need to be able to come up with that. Justin said that we could omit the drink tickets, and give people the option to get drink tickets separately. This transaction would have to take place before they go out to the site. Steve said that he thinks that offering drinks at the event is a must.

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Jillian said that there will probably be quite a few people who go but don't want to drink. Wanda asked Virginia what she thinks about it. Virginia thinks there is no reason not to just include the beverages. Kris agrees with Virginia. She asked if we could get money back for unused scrips and Justin isn't sure, but he could ask Ethos about it. Alan said that we will go ahead with the full meal and drinks for the event. Alan asked if we should pick between the dinner items, with the chicken, it is $35. Justin said that the pork option is an additional $5. It sounds like the pork option would be $40/head. I pointed out that pork may be a issue if there are some people out there with special dietary concerns. Kris will send out the menu to the committee for people to think about what they would rather have.

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Kris said that she will send out the menu to us. We are now moving on to registration. Paul said that we currently have 13 people that are registered. We can generate lists for each of the activities. We will need to check to make sure that people have paid for the activities that they have registered for. Virginia asked Paul what details we need that we don't have. Paul pointed out that Wanda didn't provide registration information. Paul said that we have the website separated into two sections. One is for registration information and the other part is billing/payment. Virginia said that she will work on this issue, this weekend. Alan said that he will be in Oak Ridge on the 25th. He said that he might contact her while he is out there. Steve said that one more thing on the page. He said that one thing we need to look into, that there should be a phone number or email contact for people who have difficulties registering. Virginia said that if she receives a registration without a PayPal confirmation, she sent him out an email saying, hey I got your registration but I didn't get your payment. Wanda said that what Steve was trying to say is that we should add on the website an email and phone number for contacting people if registrants encountered issues with registration.

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Wanda asked Paul if the 13 registrations he mentioned included the freebies. Virginia said that several of those 13 registrations were complementary. Steve asked how many have paid. Virginia said she would take a look. Alan said that we need to beef up our attempts at getting registrations for the conference. Anna said that some groups like ANS have their listservs. These groups will not give us their contact lists. However, Anna said that we could send ANS the information that we want to have sent, on to the people of the group. Alan asked if those two groups will send on our information to all registered members. Virginia said that we have 9 paid registrations thus far. Wayne said that the situation on the HPS side is essentially the same. They won't give us their contact information but they will send on our message. It sounds like Alan is leaning towards trying to get Mike Schellenberger. Steve said that Jim Conka would be able to get Alan Mike Schellenberger's number.

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Alan said that as far as I know, the HPS article will go out soon. It has already gone out to print. Its going to be in Nuclear News, it will be a features article in the June issue. Alan asked Tony if there was any other organizations that we should reach out to. Tony mentioned the Rad Research Society. Tony said we should contact the press, but he isn't sure who it is. Tony said that SARI is one of the only groups that will definitely show up. Alan said that if we confirm with Schellenberger, then that's good enough. Wanda said that she didn't want to overlook Virginia's personal professional email list. Virginia said that if Wanda sends her the letter, she will send it on to her professional email groups (on linked-in and other places). Virginia said that Anna and her can touch base on this issue.

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That is all on communications. Tony said that on registration, he got a new request from somebody (named Noe) who tried to join the ANS so that she could get a discount on attending. She submitted an abstract and I think she is trying to come up with a way to pay less to attend. Tony said that he thought she was trying to join HPS instead of ANS. Tony said that she is not young, she was a student along with Tony. Tony found out that he really is a member of the HPS and that they have invited him to give a presentation/speech for some event. Tony mentioned a guy Phillip Thomas. He wanted to find out about how we can help get him money from his university. Tony thinks that we probably only need to contact the university and mention some names of the people attending that would make it worthwhile enough for him to attend. Wanda said that she doesn't want to be responsible for setting up some one on one's for him. Tony said that he wouldn't mind setting up a few one-on-ones for him if it would help him to get some money. Alan said that all the authors have been notified at this point. Steve said that we haven't given guidance on papers. We have only given guidance on the extended abstracts. Wayne pointed out that we haven't given any guidance on the oral presentations. Wayne would like us to have them submit it to us ahead of time so that we can test out the slides on the electronics ahead of time.

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Wanda said Jillian would make sure that she would have some WAZU equipment there as a backup (extra projector and sound-set). Wayne said that most places make you go to the conference the day ahead to verify that things work. The presentation should already be loaded on the systems ahead of time. The last thing that we want is some presenter wandering over there with a thumb drive and try to put it on the system right before their speech. Tony is asking what we are recommending regarding how much time we should give these people to send their work to us so that we can check that it works. Steve said that any point, we need to provide some guidance to the authors. Tony said that some people won't be able to do it until the last minute. We need to have a speaker ready room. Wanda wants to know who will put together these instructions and where are we going to find a person who is going to be a guru in the ready room to make sure that the presentations are going to work before being given. Jillian, Wayne, and Steve will work on putting together the guidance for authors regarding submission of power-points/pdfs to the group ahead of time and related issues.

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Tony left at this point. Tony will send Bob an email and will get in touch with Jerry later. Wayne said that we do need to have some food and drinks for people who are working in the ready room. Virginia said that it was a good idea but we do need to have the times blocked off and assigned, we don't want to have a bunch of people working only one hour at a time. We want people to work bigger blocks of time than that. Alan said that the people who have 10-15 minutes slots will need guidance. Do we also need to provide guidance and account for the 3 minute slot that people have from the poster session. Tony said that yes, this will also be important. Alan said that our timing is going to be tight, so that whoever is going to be

Alan had a nice conversation with Rob Adams, he will be coming out with his wife and Alan asked if he would be willing to throw together a daily newsletter/briefing. This guy mentioned another guy named (Randal McDowell?), who sort of does this stuff gratuitously, if we could cover his expenses to come out here. Rob Adams has agreed to contact this guy about it. Alan has contacted (Anna Kaputo?) at the NRC and she is now confirmed. While right now, she can accept any appointments, it sounds like she might be able to make it out.

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Alan said that if we can get (Randal McDowell?) to provide us with those recordings, that would be a slam dunk for us. Steve said that we don't have anybody in particular who is going to select or identify a volunteer coordinator. Alan said that he sees Sheron just itching to help out as the volunteer coordinator. Wanda said that Jennifer Bean backed out after getting more involved with the local chapter. Wayne will actively look and Virginia will think about it and try to come up with a name. Kris asked if we had a deadline on the registration page relating to registering for activities. Virginia said that she make changes for Kris if need be. Kris said that we will keep an eye on things and need to make a decision in the next month.

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Bob said that we received the $7500 from somebody and Tony is working on getting money from Bruce Power. Bob said that he has a list of six names that we need to confirm. Alan said that he doesn't know who else to ask for money. Wanda said that we have another 5K from Ed Ray. As soon as the details of the B-Reactor tour are settled down. Apparently, Ed Ray is very enthusiastic to provide support to go towards potentially a more post B-Reactor tour. Alan asked if it was conceivable if we could upgrade the meal to salmon with that money. Jerry said not to switch it to Salmon because he has one of the meals at the hotel as salmon.

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Anna said that Energy Northwest would be willing to sponsor a luncheon if we had Mike Schellenberger as a speaker there. Steve pointed out that I had a meeting with a guy at Framatome about sponsorship. Steve said that after we get that letter to send out to ANS/HPS requesting registrations, that a copy should be sent out to me as well, so that I can send it to the communications director at Framatome. Jillian said that LIDOS is looking for places to spend some money. Wanda said that perhaps they would be willing to sponsor a luncheon. Kris asked Anna who was putting together the list of Donors and how we should present who got sponsored and how.

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Bob said that there is a section on the website which talks about sponsorship and what happens as a result. Jerry said that Kris has her hands full with what she is doing, Bob is tracking who is giving us money.  There will need to be a list of sponsors included in the program and potentially some posters for the supporters. Jerry, Bob and Paul will be responsible for contacting the printers for getting them to print out the sponsor related items. If we need to have signs made, Jillian would like at least one week's worth of notice ahead of time.

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Wayne said that if people submit electronic versions of their presentations, then we will have them. Now discussions with OSU are ongoing for hosting those presentations on their website. Wayne said that we need to make sure that we handle copyright issues. Alan asked if Floyd Ivy would be a good point of contact for what we can do regarding this. Wayne said that the concept of open-access journals is well tread ground now so we aren't trailblazing now. However, Alan pointed out that we really would like to make these presentation also available on-line. However, Wayne pointed out that if we wanted to do that, we would need to inform the speakers of this information ahead of time.

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Right now the budget for HPC journal publication is going to be 150 pages and we have some extra money aside for additional print copies for people who attend. Wayne said that there is another option which would allow us to put it on-line with HPS but it would cost us 3K and only be up for six months. Wayne said the cheapest is the standard paper edition with a few hundred extra copies, and for a couple of extra grand we can post those things on-line forever.

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Bob asked Wayne if he thought we would hit the 150 page limit, he said that if we kept the commentary to only 20 pages or less, then we could probably fit it within the 150 page limit. Wayne said that to some degree, we can control the length of the abstracts (we can get the authors to revise them and shorten them) so that they fit on a single page. Alan thinks that it seems like it would be worthwhile to exercise the open access option, but right now it is just a matter of getting money and registrants.

6:04P
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Wayne said that we need to follow up on the 6.5K that was promised to us by the HPS. The cleanest way to handle it would be if they sent it to us, then we would pay the publisher. Wayne said that we are going to want to get our money from the HPS ASAP. Alan said that as soon as he gets Shellenberger confirmed, Anna should be ready to go regarding sending out the next email requesting people to sign up for the conference. Wayne said that he didn't need any additional thing at this point. Wayne has volunteered to review the extended abstracts as they come in regarding satisfaction of publication requirements.

Jerry said that there are 116 days left until the conference. Tony and Jerry have been talking about poster session design. They will go over to the hotel soon to go over where to put the posters and other things when the conference is here. Jerry said that we can wait a bit longer on the handouts for registration. He said that he doesn't know what the lead time is for our vendor, but when he does call the guy, he wants to know a specific number of people who are going to arrive. Wanda thinks that 150-200 people will come out to the event. I guessed that we would get about 120 people at the event.

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Alan said that we should be at the 150-200 mark, but with only 13 registrants he thinks that we need to get moving on those registrations. Wanda pointed out that our program is not currently on the web. Alan wants Wanda to contact Virgina to put the program on the web. Steve has the latest version that Tony approved. Jerry will wait about another 3-4 weeks before placing an order with the vendor for items at the event. Kris asked Jerry what we are going to give attendees, Jerry said that we went over this last month. It's going to be three things, one is a thumb drive, one is a laser pointer, and the third thing is a badge holder.

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The next meeting will be on Thursday July 12th, 4:30 pm. Alan said that we were earlier talking about wanting to get bio-sketches. Alan pointed out that if we were going to be sending out instructions to people, asking for bios at that point in time would be the right time. It is important that we have a word count limit on those bios. Alan wants to get that bio information from everybody, poster session and all. Wanda said that our communities 75th anniversary, is going to be happening soon. The groups is starting to move around. I asked Wanda if maybe we could try and get the community to make up a bunch of coosies with the 75th anniversary logo on them and give them out as some of the freebies. Even better, perhaps the community would be willing to fund those freebies and give our group 150-200 of them.

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ACTION ITEMS
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\* Virginia needs to add contact information (phone/email) on the registration website for people who are having difficulties with registration.
\* Anna will contact Jim Conka about getting Mike Schellenberger's contact info.
\* Tony should send Anna an email about getting the contact info for the person responsible for the press of rad research.
\* Jillian, Wayne, and Steve will work on putting together the guidance and instructions for authors regarding submission of power-points/pdfs to the group ahead of time and related issues.
\* Virginia, Steve, and Wayne will need to actively look for a person to act as a volunteer coordinator.
\* Jerry will be the point-person for working with recognition for the sponsors.
\* Wayne should contact HPS to see if they are ready to send us the 6.5K that they promised to us.
\* Alan wants Wanda to contact Virginia to get her to put up the latest copy of program up on the website.
\* Wanda will attend the meeting on the 75th anniversary of the Manhattan project and float the idea to have drink coozies with the 75th logo on them and to see if they would be willing to give our event 150-250 of them so that we could distribute them to our attendees.