

Informational Guide for SESYNC's Team PIs

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Overview

Principal Investigators (PIs) who have been awarded support by the National Socio-Environmental Synthesis Center (SESYNC) should familiarize themselves with our travel and meeting protocols, product reporting and attributions, and data and IT policies. Please see our Resources for SESYNC Teams page for additional information.

Once PIs have been notified of their award, the following will occur:

- SESYNC will schedule a priming call.
- PIs will be given early access to the project's collaborative resources.
- All participants will be given access to the project's collaborative resources.

Priming Call

To ensure each project receives the support it needs from the very beginning, key SESYNC staff conduct a priming call with PIs prior to the start of a project. During this call, project logistics, data and cyber support needs, required tools and software, analytical staffing, budget, and other related issues are discussed. In addition, we will provide a brief overview of the collaborative resources available to your working group.

Collaborative Resources

Around the time of the priming call, PIs will receive an email containing a SESYNC username and link to set up a password. This login will enable you to access all allocated resources as well as our online event planning software.

Unless PIs request otherwise, group members are not issued invitations to collaborative resources until the week prior to the first project meeting. Unless there is a specific need (e.g., pre-meeting teleconference, reading requests) for early access to group resources, early invitations tend to be lost or ignored.

Schedule Your Meeting

PIs who have been awarded support by SESYNC need to complete the following to plan a meeting at our Annapolis Center:

1. Schedule your meeting
2. Complete the online meeting planner
3. Notify SESYNC of remote participants
4. Provide a meeting agenda in a Word document or PDF

PIs should email scheduling@sesync.org early in the planning process to request meeting dates and to ensure availability of meeting space. Meeting requests must contain the following information:

- Project name
- Number of attendees
- Length of meeting
- Preferred dates

Our scheduling office will work with PIs to identify two date options and will hold them for up to one week.

Complete the Online Meeting Planner

Once your meeting date is confirmed and approximately 10 weeks prior to your meeting, SESYNC will notify PIs that the online meeting planner is available to register participants. Prior to submitting the meeting planner, PIs should contact all participants to confirm they will attend.

PIs must complete the meeting planner at least eight weeks prior to your meeting. You can access the meeting planner via the following once you have received notification it is ready to be completed:

1. Go to <https://seadmin.sesync.org/se-admin/>.
2. Select “Event Management”
3. Enter your SESYNC username and password
4. Click on the appropriate meeting
 - a. Enter the start and end times
 - b. Click “Add Participant” to add meeting participants
 - c. Select “Meeting Planner Complete” once you have finished adding participants

If you forget your SESYNC username or password, reset it by going to: <https://pwm.sesync.org/pwm/private/Login>.

After SESYNC receives the completed meeting planner, we will contact all participants to notify them of further instructions, including how to complete an online travel worksheet and book travel.

Notify SESYNC of Remote Participants

All SESYNC meeting rooms support remote participants via video-conferencing. In order to ensure the best possible experience for all participants and minimal disruption during the meeting, SESYNC requires that all remote participants perform a brief test with our IT staff prior to the meeting.

1. Notify travel@sesync.org of all remote participants a minimum of 10 days prior to your meeting.
2. SESYNC IT staff will contact the remote participant, provide connection information, and arrange a brief test.
3. On the day of your meeting, SESYNC IT staff will connect the in-room video-conference system and a laptop for content sharing to the online meeting.
4. When you arrive for your meeting, SESYNC IT staff will meet you to explain how the video conference works and show you what technology is available.

Provide Meeting Agenda to SESYNC

PIs must provide a meeting agenda in a Word document or PDF format two weeks before their meeting start date for In-Person and Virtual meetings to research@sesync.org and travel@sesync.org.