Initial plan for SI2020.

Without hotel reservations or elaborate reimbursement rules, Rob can farm out the meetings to all Conference Department staff.

The schedule will be difficult. Meetings are already floating ideas about adding days and shortening hours. Once the meeting schedule is set:

Meeting database entries have to have dates, locations, clambakes, etc. updated. Every segment of the meeting needs a Zoom meeting set up and recorded on the meeting page. The Zoom meeting needs a helpful label (Education, July 22, Education July 23, etc.) and the Zoom meeting link. For most meetings, that will mean one Zoom meeting per day. Joint sessions may need a separate Zoom meeting. In that case, the joint meeting’s Zoom information has to be labeled and recorded on both meeting records. A fictional Education meeting might then have: 1) Education morning joint meeting with Labor Studies, July 22, 2) Education afternoon meeting, July 22, 3) Education meeting July 23. Again, each entry needs a corresponding Zoom meeting.

Invitations will be much the same and replies automatic. After the cut off date, authors, discussants, and yeses need to be extracted (user list manager will be helpful) in a form that is compatible with Zoom bulk registration. I don’t yet know anything about bulk registration, but whatever is required (first, last, email?) should be repeated in the SI confirmation. All attendees will need to be registered for every Zoom meeting associated with that SI session (in our fictional example, the same batch of people get registered to the three Education sessions).

At present, LS represents the extreme of needed capacity, but the schedule has not been set. This is their default schedule brought forward from last summer:

Labor Studies, July 20

Labor Studies morning joint meeting with Public Economics, July 21

Labor Studies afternoon meeting, July 21

Labor Studies morning joint meeting with Education, July 22

Labor Studies afternoon joint meeting with Personnel, July 22

Labor Studies morning meeting, July 23

Labor Studies afternoon joint meeting with Children, July 23.

Computer needs:

I would propose using the Additional Events field since it already has a date. At least for SI, these fields would not show up as questions on the reply form as they do now. There are currently only 6 slots, and it looks like LS might already need 7. Additionally, I believe we need a third field for each event slot to accommodate the Zoom link. If a fourth field is easy to add at the same time, I’d like a field for the Zoom account holder for our records and so we don’t double schedule. In the LS example, all of those meeting can be on the same account, but ED and PPL have to be on a second and third account since there is overlap.

SI confirmations would be substantially the same, but with tweaks. That is, they would continue to show all meetings for an individual with yes, no, and no reply status. A single yes to LS would include a link to the LS program in the confirmation, and also pick up all 7 subsidiary sessions outlined above with Zoom links. A reply to the first confirmation to say yes to an additional meeting needs to put a yes in that meeting, but also flag the record as needing an additional confirmation next time they run. I hope that much of what Rob had to do by hand when money was on the line can be automated, and the rest shared more evenly.