

## IVOA Media Group Meeting Tue, 10 May 2018

Notes: JE

Original 15May18

Distribution: IVOA Media group, Exec, CSP

**Present:** Mark Allen (CDS), Rafael Santos (BRAVO), Debbie Baines (ESA), Jamie Budynkiewicz (SAO/CXC), Pepi Fabbiano (SAO/CXC), Marco Molinaro (VObs.it), Janet Evans (SAO/CXC)

**Regrets:** Bruce Berriman (NAVO), Pat Dowler (CADC), Chenzhou Cui (China-VO), Françoise Genova (VO-France), Fabio Pasian (VObs.it), Bruno Merin (ESA)

**\*\*\* Next Meeting:** Monday, May 28 13:30-15:30 – Harbour Room

### Agenda:

- 1) Review Actions
- 2) Open Discussion
- 3) Follow-up in Victoria?
- 4) AOB

### Media group Telecon Agenda/Notes:

#### 1. Review of Actions

o **Action 70-3:** Media group – Take first steps to organize what needs to be done with regard to Web Pages – WORKING

*Jamie is working on a Web front page/portal design. A Media group/CSP telecon a few months ago was where the approach was discussed. The group didn't discuss details about lower pages. The goal is to make it easy to use/understand for scientists. Jamie is working a wire frame design of the front page. The plan is to share the design with the Media group first and then have it ready for review/discussion in Victoria.*

**\*\* Action:** JE ask Pat about a room so the CSP/Media group/interested Exec could meet during lunch on Monday and have it go till 14:00 (overlapping with the SSIGI session)

#### 2. Open Discussion

- **Media Group Charter.** PF asked about the status of the Media group charter. DB said a draft was written. DB said she'd review the document to ensure the charter is in final form and agreed by the Media group and she would then forward to the Exec for review. The goal is for DB to distribute to the Exec the week prior to the Interop. An agenda item to review the Media group charter will be included in the Exec agenda.  
**\*\* Action:** DB - send Media Group charter to Exec one week before Interop
- **IVOA Newsletter.** PF thanked DB for a really well done job on the IVOA Newsletter. PF asked if another mailing could be done with the updated list provided by BB. DB doesn't remember receiving an updated list. Follow-up with BB needed. Also, raised by DB is a new EU law regarding mass emailing from lists without subscription. Under the new law, the individual needs to be contacted and asked to subscribe to a list in order to

be part of a mailing. DB also noted it was time to start working on the next Newsletter.

**\*\* Action:** JE contact Giulia to provide current Newsletter email list so it can be reviewed with regard to the new EU law.

- **IAU.** MA is organizing the IAU/IVOA booth and sent an email to the media group outlining some of the support he was looking for from the group. His list included:
  - IVOA flyer - double-sided A4 probably the easiest thing to do. Use the UN flyer as a starting point. **\*\* Action:** Mark send the UN flyer to the group – **DONE** **\*\* Action:** Jamie prototype IVOA flyer
  - A basic template for a double-sided A4 flyer, to be used (optionally) by each IVOA member project to make a flyer. **\*\* Action:** Jamie prototype the IVOA template flyer for projects
  - Poster of the IVOA logos like on the web page... and probably a roll-up standing poster - but these I think we have under control so long as we can access the high-quality logo graphics. **\*\* Action:** Giulia will provide logo graphics
  - We also mentioned: SWAG – stickers (IVOA and project); Poster with schedule of demos
- **Media Group talk in Victoria**
  - The group discussed the email from Chenzhou requesting a Media group talk in the Education & Media session.
  - Debbie agreed to present a Media group talk; She needed to assure that the time worked with her schedule
- **Media group members in key roles**
  - Newsletter – Debbie
  - Social Media – Simon
  - Web – Jamie
  - Outreach – Bruce

### 3. Follow-up in Victoria

- **The group (Media group/CSP) plans to meet in Victoria – Monday (May 28; 13:30-15:30)**
- Topics for discussion
  - WebPage (Design review/Feedback)
  - Newsletter (Mail list, Schedule)
  - Social Media (How to use it/Approval to post guidelines)
  - IAU (Progress, Details)

### \*\*\* New Actions

**Action:** JE - get CSP/Media group/interested Exec meeting room – Mon, May 28 13:30-15:30. **DONE**

**Action:** DB - send Media Group charter to Exec one week before Interop

**Action:** JE - contact Giulia to provide current Newsletter email list

**Action:** Mark - send the UN flyer to the group – **DONE**

**Action:** Giulia provide logo graphics

**Action:** Jamie - prototype IVOA flyer

**Action:** Jamie - prototype the IVOA template flyer for projects