

LSST Dark Energy Science Collaboration
Speakers Bureau Policy

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This Policy was drafted by the 2019 Speakers Bureau Policy Committee: Antonio Villarreal, Keith Bechtol, Doug Clowe, Cecille Roucelle, and Mark Sullivan, and ratified by the 2021 Collaboration Council.

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DESC Speakers Bureau Policy

In this document, the words *shall* and *must* refer to a requirement, while *should* and *are expected to* refer to objectives that promote the shared values of the DESC.

Goals

This LSST Dark Energy Science Collaboration (DESC) Speakers Bureau Policy applies to external presentations by DESC members using DESC resources (i.e., meetings attended by individuals who are not DESC members, External Collaborators, or otherwise affiliated). There are four primary goals for this policy:

- To facilitate effective communication of scientific results from the DESC.
- To ensure that presentations are representative of the DESC as a whole.
- To promote the visibility and recognition of all DESC members for their contributions.
- To ensure the quality of presentation and the review of results before their diffusion.

We intend for the Speakers Bureau to be a resource for DESC members, adding value to presentations by collaboration members and helping to improve the standing of the entire collaboration.

Authorizing Body

The DESC Collaboration Council is the authorizing agent for this Speakers Bureau Policy. This Speakers Bureau Policy can be amended by the Collaboration Council after a reasonable collaboration-wide comment period.

Types of DESC Presentations

The Speakers Bureau recognizes four broad categories of presentations with DESC results. Speakers should use their judgement to categorize the presentation. The Speakers Bureau has the directive to modify the initial category of the presentation when appropriate.

High visibility talks at national and international conferences, as well as press conferences, that meet one or more of the following criteria:

1. present a new DESC Key paper result
2. present DESC results in a plenary session or press conference
3. overview DESC as a central focus and/or provide a review of DESC results

Conference talks and posters at national and international conferences that include DESC results (and do not meet the high-visibility criteria above)

Institutional talks and posters as part of academic seminars, colloquia, presentations at academic and/or research institutions, or to the general public that touch upon DESC and have an audience that includes non-DESC members. This category includes regional meetings.

Specialized audience presentations, such as funding agency reviews, student thesis defenses, and job interviews that are not intended for the public domain. During the Rubin Observatory construction period, presentations at meetings within the Rubin community (such as the annual Rubin Observatory Project and Community Workshop) are generally considered Specialized audience presentations. The Speakers Bureau has the directive to adjust the classification of Rubin community presentations as needed. The Speakers Bureau should revisit the guidance for Rubin community presentations during the transition to LSST operations, in consultation with the DESC Management Team.

The table below provides a brief summary of how the policy applies to the four categories of DESC presentations. Details are found in the “Procedure for Giving a DESC Presentation” section below.

	Abstract needs to be posted	Unpublished ^a results need to be approved	Slides need to be approved	Able to show preliminary DESC Key Paper results not yet generally approved	Final version of slides needs to be uploaded to archive
High visibility talks	✓	✓	✓		✓
Conference talks and posters	✓	✓			✓
Institutional and regional talks and posters		✓			
Specialized audience presentations				See below ^b	

^aA result is considered published once it has been approved by the DESC publication manager and has been submitted to the arXiv or similar public repository.

^bPresenters shall notify relevant Working Group (WG) conveners and the Speakers Bureau prior to showing preliminary Key Paper results in a specialized audience presentation. Any preliminary Key Paper results shown should be limited directly to the work of the presenter. Any results that have not been approved for release by the relevant WG will not be openly accessible to the public.

For presentations by DESC members that also include non-DESC results, only the DESC-related components of the presentation are directly under the purview of this policy. In cases of inter-collaboration agreements, the relevant policies of the collaborative partner shall also be respected, in accordance with the agreement.

Roles of the Speakers Bureau

The Speakers Bureau has the following roles:

1. The Speakers Bureau shall verify that the procedures described in the DESC Publication Policy are followed for DESC public presentations.
2. The Speakers Bureau should strive for visibility and recognition in its role as a primary point of contact for conference organizers seeking **high visibility talks** featuring DESC results.

3. The Speakers Bureau should keep track of upcoming conferences and advertise opportunities to the DESC membership.
4. The Speakers Bureau must maintain a searchable archive of DESC presentations and approved figures (detailed below).
5. The Speakers Bureau shall serve as a first level of appeal to resolve issues related to DESC presentations; the Management Team is the next level of appeal beyond the Speakers Bureau, and ultimately the Spokesperson. If the issue involves the Spokesperson, the Collaboration Council will resolve the matter.
6. The Speakers Bureau must monitor the distribution of **high visibility** and **conference talks** with DESC results given by DESC members. This duty includes gathering information that conveys the balance of opportunity and representation across the collaboration and periodic reports of findings to the DESC membership.
7. The Speakers Bureau shall maintain a list of potential DESC speakers (detailed below).
8. The Speakers Bureau shall consider requests for travel support for DESC speakers and make suggestions to DESC Operations.
9. The Speakers Bureau should maintain a set of standard templates for slides and posters. DESC members are not required to use these templates.
10. The Speakers Bureau should make recommendations to the Collaboration Council regarding updates to the Speakers Bureau policy.

Identifying DESC Speakers

The Speakers Bureau shall maintain a list of potential DESC speakers, and should strive for a list that balances considerations of contributions to DESC infrastructure and science analysis, career stage, previous history of presentations on behalf of DESC, and representativeness of DESC demographics. The Speakers Bureau should proactively encourage nominations, including self-nominations.

When an individual DESC member receives an invitation to give a **high visibility talk**, the speaker must consult the Speakers Bureau. The Speakers Bureau should provide guidance to the invited speaker within 48 hours, and must respond within one week to allow a prompt response to the invitation. Invitations for general DESC presentations directed to the Spokesperson shall be redirected to the Speakers Bureau to suggest an appropriate speaker. The Speakers Bureau is expected to consider the factors listed above and, if appropriate, propose speakers to the conference organizer if there are more appropriate speakers matched to the presentation topic and/or concerns of representational balance. The Speakers Bureau should suggest alternate speakers if the invited member is not available.

When an individual DESC member receives an invitation to give another type of presentation on DESC results, the speaker may accept or decline the presentation without further interaction with the Speakers Bureau. The invited speaker is expected to consider contacting the Speakers Bureau if they are unable to accept the invitation so that an alternate DESC speaker can be suggested.

When DESC Key Paper results are ready to be presented in a contributed **high visibility talk**, the Analysis Coordinator and WG conveners should coordinate within their WGs to encourage/identify appropriate speakers. The Speakers Bureau should provide assistance to the Analysis Coordinator and WG conveners as needed.

Adjustments to the speaker selection process may be necessary due to practical considerations. For example, if a conference speaker is unable to attend at the last minute, then the process of speaker nomination and replacement may not be feasible in the time scale remaining. Such policy exceptions will be at the discretion of the Speakers Bureau.

Procedure for Giving a DESC Presentation

Abstract: For **high visibility talks** and **conference talks and posters** at national and international conferences, speakers shall enter the presentation abstract into the Speakers Bureau archive at least one week prior to the abstract being submitted. For **high visibility talks**, the abstracts shall be formally approved by the WG conveners prior to submission. For **conference talks and posters**, while the abstract does not require formal approval, relevant WG conveners should verify that comments from the WG have been adequately addressed.

Figures, tables, and results: For **high visibility talks, conference talks and posters**, and **institutional or regional talks and posters**, any unpublished plots shall be entered into the Speakers Bureau archive at least one week in advance of the presentation and approved by the relevant WG conveners (in consultation with the Review Committee, if one has been assigned to the analysis). For unpublished results associated with a Key Paper, a Review Committee must be assigned to the project at this stage. Such results should have been previously discussed within the WG. Preliminary results should only be made public with the consent of the primary authors.

Slides: For **high visibility talks**, draft slides shall be uploaded to the Speakers Bureau archive at least one week in advance of the presentation to be approved by the relevant WGs. The draft slides need not be final, but should be sufficiently complete to allow constructive feedback.

Archiving: For **high visibility talks** and **conference talks and posters**, final versions of the slides shall be uploaded to the Speakers Bureau archive within two weeks following completion of the presentation.

Archive of DESC Presentation Resources

Repository of Presentation Abstracts and Materials

The Speakers Bureau must maintain a searchable archive of all presentation titles, abstracts, and slides given by DESC members that fall into the categories of **high visibility talks** and **conference talks and posters**. The system should also support DESC members who wish to archive other types of presentations. The system should allow DESC members to view the titles, abstracts, and draft slides (for **high visibility talks**) for presentations to be given by other DESC members at upcoming meetings to facilitate coordination.

Repository of Preliminary DESC Results

The Speakers Bureau must maintain a searchable archive of unpublished figures, tables, and results that have been approved for public presentation. All figures that present unpublished or preliminary DESC results shall be uploaded to the archive of figures along with a descriptive caption and information for proper attribution. Information for attribution should include links to any associated publication draft or other primary supporting documentation. Figures in the archive are approved by the appropriate WG conveners. If a Review Committee has been assigned to the analysis, WG conveners will consult with the committee for approval. Preliminary results that have been previously approved or that appear in refereed DESC publications do not require additional approval to be used in a presentation. When presented, preliminary results shall be indicated with a “Preliminary” label.

Attribution

All presentations of DESC results by DESC members shall give proper attribution for the results. Attributions shall be appropriate for the context and consistent with accepted standards of academic integrity. For published results, this could be a reference to the relevant paper(s). Any key results and preliminary results are expected to be presented “on behalf of DESC”, or similarly recognize the role of DESC. Given the range of contexts in which DESC results will be presented, the Speakers Bureau should advise as needed and/or provide guidelines.

Composition of the Speakers Bureau

Speakers Bureau members are appointed for a term of 2 years by the Collaboration Council of the DESC, in consultation with the DESC Spokesperson and Deputy Spokesperson. The number of members at a given time is determined by the Collaboration Council. Speakers Bureau members should be chosen to bring knowledge and expertise in a broad set of areas relevant to the DESC. The composition of the Speakers Bureau should be representative of DESC demographics.

One member of the Speakers Bureau is appointed Speakers Bureau Chair for a term of 1 year. The Chair is responsible for coordinating the activities of the Speakers Bureau and for being the primary point of contact for the Speakers Bureau.