**Template for managing labs in 2010 DIS**

NRG

Research & Development Phase:

It has been determined that calls will try to fall on Thursdays at 2 pm EST / 1 PM EST / 11 am PST. During the weekly experts calls, while assigning readings and coordinating experts you’ll need the following:

* Intro email with call topic/experts (if there is one) and reading assignments (1 ½ weeks out)
* Reminder email including refresher on assigned reading (2 days after first email)
* Early week reminder providing call agenda and reminder of reading assignments (2-4 days before call)
* Same day reminder – send out first thing in the am, include readings
* 5 min warning for the call

Calls should be updated in the NRG Calendar (the Calendar is currently public but can also be shared with individuals, and readings can be posted on the Sites page.

In-person meeting date and location should be mentioned in first call, discussed in 2nd call and determined no later than 3rd call.

For meeting you’ll need:

Meeting space

AV needs

Travel coordination

Visuals

Experts

Managing the Sites page:

The Sites page can be easily edited, simply click on the “Edit page” button and edit away. The NRG calendar is embedded on the page and will sync automatically.

I would suggest posting the readings in the NRG blog, which will show up on the homepage of the Lab site. I would also post any resources collected in addition to the RSS feeds on the Sites page as well. The Sites pages doesn’t get used much now, but I can see it as a useful resource to house and collect all of the info and results developed from these labs.