

## Notes on the Agenda for the APS Climate visit

This document details a sample agenda for the site visit.

Recommendations to consider when setting the agenda:

- Consider lengthening individual sessions by subdividing the Site Visit Group and running these in parallel.
- Consider having an individual session with people from marginalized groups, such as having separate sessions (as in the example below) for men, and for women and other gender minorities in order to enable all groups to express themselves freely, and having individual sessions for LGBTQ+ physicists, and those from underrepresented racial and ethnic groups.
- Be prepared to make adjustments to the agenda based on information learned from the survey or self-study document.
- Consider giving slightly longer time slots to individuals who might be more significantly impacted by climate issues (e.g., early career faculty, women, members of marginalized groups).
- Schedule groups when there is the highest probability of them being able to attend.
- Meetings with leadership should optimally occur near the end of the visit once the SVG has had time to consider the climate issues and has formulated initial recommendations.
- Adjust stakeholders groups to match your particular context (i.e., academic departments might include students, staff, postdocs, and faculty; laboratories might include postdocs, junior staff, senior staff, engineers, and support staff).
- The agenda should include meetings with critical stakeholders, leadership, and allow time for discussions, composing recommendations, and exit/entrance discussions.
- Meetings with the Departmental Team should include a brief initial meeting to understand context and a dinner (or other) meeting at the end of the day to review.

### Sample Agenda

Arrival in the evening on Wednesday, September 20

Wednesday, September 20

06:00 Arrive hotel  
06:30 - 07:30 Dinner, discussion among Site Visit Group

Thursday, September 21-

07:30 - 08:15 Breakfast with Departmental Team  
08:30 - 09:00 Staff  
09:00 - 09:30 Undergraduate Students (women and other gender minorities)  
09:30 - 10:00 Undergraduate Students (men)  
10:00 - 10:15 Break  
10:15 - 10:45 Postdocs and lecturers, consider dividing these groups into parallel meetings (women and other gender minorities)  
10:45 - 11:15 Postdocs and lecturers, consider dividing these groups into parallel meetings (men)  
11:15 - 12:00 Professors (women and other gender minorities, tenured)  
12:00 - 12:45 Professors (men, tenured)

12:45 - 01:45 Lunch  
01:45 - 02:30 Graduate Students (men)  
02:30 - 03:15 Graduate Students (women and other gender minorities)  
03:15 - 03:30 Break  
03:30 - 04:00 Assistant professors (women and other gender minorities)  
04:00 - 04:30 Assistant professors (men)  
04:30 - 05:30 Meetings with other groups (e.g., LGBTQ+, racial/ethnic groups, other marginalized groups)  
05:30 - 06:00 Meet with the Departmental Team (consider doing this during a working dinner, keeping in mind that this may not be easy for some DT members)

Friday, September 22

07:30 - 08:15 Breakfast at the hotel  
08:30 - 09:00 University administration (e.g., deans, associate provost, etc.)  
09:00 - 11:00 Report writing; possible extra meetings as needed  
11:00 - 12:30 Closeout meeting with Department Team  
12:30 Lunch / depart campus