

Guidance for meeting contributions

The overall purpose of this meeting is to build a pathway from TEMPO to GeoXO and we have a number of opportunities for you to express your ideas about where TEMPO is going. This pathway will include not only the spaceborne measurements, but also the ground-based, airborne, and modeling components to address a broad spectrum of science questions.

Sessions are designed around moderated panel discussions and audience participation in a broad spectrum of topics. We also have continuous poster displays and two dedicated poster sessions in the lobby. The meeting is designed to have the high-level discussions in the plenary sessions and detailed discussions during the breaks, at the poster sessions, and during the field trips.

You can see that we cannot afford time to deal with very many details in the plenary sessions on Tuesday, Wednesday, and Thursday, so we ask those of you who are interested in contributing written material to the meeting to submit a small number of relatively high-level slides concerning your ideas, hypotheses, approaches, methods, techniques, instruments, and analysis to the moderator of your session. The moderators will condense all of the submitted materials to a very-high-density 10-minute introduction to the session discussion. This context description will define the boundary conditions for each session and the ensuing discussion by the panel members who will represent a spectrum of interested points of view on the session topic. These panelists may present, at most, one additional slide shown by the moderator, during their 5-minute summary. Following the panel, discussion from the floor (in person and on zoom) will be open to the audience to contribute their thoughts and engage in community conversation about the session topics. The sessions will be recorded, summarized in writing by the rapporteurs, and reported at the end of each day. At the end of the meeting, rapporteur reports will be compiled into a meeting summary and reported to the community.

The success of this meeting will largely depend on the contributions of the participants and the panelists submitted **before** the gathering in Huntsville. Some of the other schedule venues and activities are designed not only for the enjoyment of the participants, but also to provide an environment to encourage less rigorous ideas to germinate and eventually flourish. So, we invite any of you with ideas to contribute those ideas and thoughts either to the moderators or to the meeting organizers and we will incorporate those ideas into the structure of the discussion. If you have papers, either publications or meeting proceedings, or even whitepapers, that you would like to distribute, there will be resources available in the poster lobby, which is large enough to contain as many posters as this meeting would like to present. We will also have tables for you to place your papers for distribution.

Notice that the breakfast time starts an hour before the sessions, so we encourage those of you early bird thinkers to come early; perhaps arrange some meeting with participants or just allow your ideas to percolate naturally in the first hour before the first discussion session of the day. So come early, enjoy the healthy breakfast, and let your ideas germinate.