

ESWW Topical Discussion Meetings - Guide!

A major feature of the European Space Weather Week (ESWW) is the live contribution made by the participants. Topical Discussion Meetings (TDMs) are a principal programme component providing this by creating arenas for engaging debate. Topical discussions on the newest insights in space weather, on the challenges and threats that space weather can cause, emerging new science - all of these and more are relevant and eligible for TDMs at ESWW.

Discussion

A TDM aims at active and engaging participation and interaction between the participants. The participants work and discuss on a predefined theme or problem ideally heading towards an outcome or target.

Follow up

TDM Convenors must provide a report on their TDM. These reports will be made available on the ESWW webpage as soon as possible after receiving them. Please check the ESWW2022 <<https://www.stce.be/esww2022/program/tdms.php>> for the reports of the previous ESWW meeting.

For TDM Convenors

A key part of the European Space Weather Weeks is the Topical Discussion Meetings. These meetings provide the opportunity for interested participants to address key issues in a style that complements the sessions but differs substantially as it is much more interactive and participatory. Topical Discussion Meetings are open to all ESWW participants.

TDM Format guideline

A working meeting lasts about 1h with NO abstract submission form and therefore NO poster contributions.

The purpose of a TDM is the encouragement of open discussion on a specific topic of general interest, augmenting a Plenary or Conference Theme. Proposed TDM descriptions are to indicate key questions and issues that will be discussed.

As a guide, **three types of TDM format are described**, each of which is known to have worked well in stimulating open discussion. Convenors proposing their TDM **will nominate their use of one of these formats**. In exception, a Convenor may propose an alternative format for consideration, where it can be demonstrated that the form of the meeting encourages open discussion and records audience participation.

Event Impact	Panel Forum	Service/Project Feedback
<ul style="list-style-type: none">• The TDM asks how a given event or development manifests• Convenors make 1-2 introduction slides or may invite no more than 2 Topic Introducers to set up the discussion using presentations of no more than 20	<ul style="list-style-type: none">• The TDM discusses the status of an area in the space weather domain• Convenors invite a ~5-member panel of experts in the area• Introduction to session should be short (5-10 minutes)• Panellists are given 3-5	<ul style="list-style-type: none">• The TDM addresses a present or new service/project addressing a space weather need• The concepts and elements of the service/project are demonstrated (total time max. 25 minutes)• Discussion interspersed

<p>minutes in duration in total</p> <ul style="list-style-type: none"> • Attendees should be encouraged to bring an any relevant material (1 slide) to show • Questions, comments, and discussion come from the audience on any material presented or pertinent to the problem 	<p>minutes to give their view on the topic</p> <ul style="list-style-type: none"> • Questions and comments are encouraged from the audience 	<p>in demos</p> <ul style="list-style-type: none"> • At any point questions can be asked • Convenors must be willing to accept discussion of similar/related concepts
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Once a TDM has been selected, successful Convenors are responsible for promoting their Session.

Convenors are responsible for promoting their TDM. Convenors can e.g., make a single slide/small poster to introduce the TDM, give the background of the relevance of the TDM, the type of the TDM, what the TDM expects to achieve, and also who the designated Topic Introducers will be. All TDM material can be uploaded to the ESWW2023 website to be made publicly available.

TDM Convenors commit to prepare and submit a short summarising report and must appoint a TDM Secretary to take TDM Discussion Notes of the session. The PC supports the TDM Secretary by providing the TDM report template annexed in this guide. The completed TDM Session report will be made available to all visitors of the TDM webpage. The TDM report should be emailed to **esww2023@gmail.com**

Topical Discussion Meeting report

[Template]

A Topical Discussion Meeting aims at active participation or interaction between the participants. The participants work and discuss on a predefined theme or problem heading towards an outcome or target. A working meeting is a 1h 15min informal afternoon meeting with NO abstract submission form and therefore NO poster contributions.

Name of the meeting:

Convener/s:

Secretary:

Date – Time – Room:

Nr of participants:

Form of TDM:

Objective of the TDM

<please write here the initial objectives of the meeting>

Discussion highlights

<please indicate here highlights of the discussions – the presentations could also be mentioned explicitly – added as annexes>

Main conclusion of the meeting

<please write here the main conclusions of the meeting>

Annexes

<put in annexes additional relevant information such as participant list, minutes of meeting, presented material, etc.>