

## Appendix C – Peer Review Agenda



### InterAction Collaboration Peer Review Fermilab Communications July 15-18, 2014, Batavia, Illinois

#### Tuesday, July 15

5:15	Pick-up from Comfort Inn
5:30	Executive Session
6:30	Executive Session with Laboratory Director, Deputy Director and Chief Operating Officer
7:00	Dinner for committee and Fermilab and Fermi Site Office management
8:30	Transport to Comfort Inn

#### Wednesday, July 16

7:45	Pick-up from Comfort Inn
8:00	Executive session and breakfast
9:00	Welcome; Introduction and overview of Fermilab communication
10:00	Internal Communication
10:40	Computing Sector Communication
11:00	User Communication
11:30	Visit public areas of Wilson Hall: 15 <sup>th</sup> floor exhibit area, 2 <sup>nd</sup> floor art gallery, Ramsey Auditorium
12:00	Lunch with Fermilab communication senior personnel
1:30	Community relations
1:55	Overview of education programs
2:15	Community relations and education Q&A
2:30	Communicating within the DOE system
3:00	Break
3:30	Sample VIP tour of lab
5:00	Executive session; Meet with Community Advisory Board members
6:30	Working dinner
8:00	Transport to Comfort Inn

#### Thursday, July 17

8:15	Pick-up from Comfort Inn
8:30	Executive session and breakfast
9:30	Multimedia production – photo, video and graphic design
10:30	Publications
11:10	Fermilab web presence

Fermi National Accelerator Laboratory / Kirk and Pine Street / P.O. Box 500 / Batavia, IL 60510 / 630.840.3000 / [www.fnal.gov](http://www.fnal.gov) / [fermilab@fnal.gov](mailto:fermilab@fnal.gov)  
Managed by Fermi Research Alliance, LLC for the U.S. Department of Energy Office of Science

11:50 Fermilab social media  
12:10 Lunch and executive session  
1:30 Supporting national particle physics communication  
2:15 Communication to decision makers  
3:15 Media relations  
4:15 Executive session  
6:30 Working dinner  
8:00 Transport to Comfort Inn

**Friday, July 18**

8:15 Pick-up from Comfort Inn  
8:30 Executive session and breakfast  
10:00 Closeout  
12:00 Lunch for committee members in One East  
1:00 Tour of Fermilab scientific facilities for committee members  
5:00 End of review