

TSP Services Menu

Team-Building Formats

- **Symposia:** Large events held to kick-off significant efforts in a broad area of interest or need.
- **Collaboratory Meetups:** Events in which faculty, often with diverse expertise, gather around a particular topic of broad interest. These meetings include lightning talks and networking time.
- **Speed Networking:** Smaller events where potential collaborators interact in a discrete, face to face format modeled on speed dating.
- **Workshops:** Small gatherings of faculty with the goal of building a cohesive research team focused on a topic of common interest.
- **Recurring Research Team Meetings:** Meetings designed to build and sustain new research teams. These recurring meetings are often initiated as a result of participation in a collaboratory meetup or workshop.

Services provided to support team-building events:

- Strategize event program and structure
- Project manage the planning activities
- Curate lists of potential champions, speakers, and attendees
- Coordinate and (partially) fund logistics and details of the event:
 - Coordinate with stakeholders to select appropriate date and time
 - Suggest ideal locations and reserve location once chosen
 - Produce and manage all marketing and invitation collateral
 - Manage RSVPs/attendance list
 - Liaison with event speakers, including producing slide templates when appropriate
 - Manage selection and ordering of refreshments
 - Manage selection and ordering of other resources, such as tables, table clothes, waste containers, etc.
 - Produce and/or coordinate day of event, including managing vendors, setting up a live feed of the event, producing all day-of materials (eg, name tags), and supporting AV needs such as curating master slide deck.
- Offer small seed grants for proposals resulting from interactions at the event.
 - TSP will coordinate all aspects of these competitions from writing the call to collecting the proposals, reviewing them, and selecting grantees.
- Fund working lunches for faculty who met at a TSP event to plan a project together.
- Produce follow-up communications where appropriate. Examples include:
 - Disseminating recordings, slides, and/or notes
 - Requesting participation in, and managing, subsequent working groups for the purpose of maintaining a collaborative team. See below for further detail.
 - Manage post-event survey dissemination and data reports
- Maintain and report event data, such as attendance rate and attendee characteristics

Services provided to support follow-on activities:

- Identify champions to act as a leadership group/planning committee for a desired collaborative team.
- Strategize activities, communications, and goals for collaborative teams.

- Support activities desired by teams in the ways described above for a limited and defined amount of time while transitioning the team into independence. Generally this support is offered for 3 meetings.
- Suggest and implement team communication tools/strategies, such as listservs, wikis, Slack channels, websites, etc.
- Be available to consult further at any time.