
Summit to Create a Cyber-Community to Advance Deaf and Hard-of-Hearing
Individuals in STEM (DHH Cyber-Community)

June 25-27, 2008

<http://www.ntid.rit.edu/cat/summit>

Logistic Guidelines for Members of Constituency Groups

Draft

Project Background

1. *Four-page Project Summary* (Available at <http://www.ntid.rit.edu/cat/summit/resources.html>)
 - a. This document provides a synopsis of the goals and expected outcomes of the project.
2. *Two-page Facilitators Guide*. (Available at <http://www.ntid.rit.edu/cat/summit/resources.html>)
 - a. This document provides Constituency Group Facilitators with guidelines for the white paper to be produced by each group.
3. *Project Timeline*. (Available at <http://www.ntid.rit.edu/cat/summit/resources.html>)

Expectations

1. Each member of the constituency groups will be selected by the group's facilitator(s), in consultation with the Principal Investigators.
2. It is planned that 3/4 (or approximately 6 of the 8 national and one of the two local) members of each group will be invited to join by February 1, 2008, with a March 10th being the latest we will invite the initial members. The remaining one or two members of the group will be invited to join after April 7, 2008.
3. Each member of the constituency group will have sufficient background and expertise to represent the needs of the group as it relates to creating an on-line remote interpreting and captioning infrastructure.
4. Each member will assist in the creation of a "White Paper" for their group, collaborating with other members of the group and the facilitator.
5. Each member will attend the "Summit" at the National Technical Institute for the Deaf, Rochester Institute of Technology, on June 25 - 28, 2008.
 - a. At this meeting, each member will assist in the description of the benefits and challenges associated within their specialty.
 - b. At the same conference, each member will participate in the discussion of the other constituency groups at the summit.
6. Each member will assist in the formulation of a consensus document to be outlined on June 27, 2008 and will review and comment on the final summary report of the Summit, by August 30, 2008.
7. Members of each constituency group will communicate through their facilitator issues to the project leadership team.

Travel

1. For those members attending the Summit from outside the Rochester area, the project will pay for all travel costs to and from the Rochester area and for staying at the Rochester Airport Radisson Hotel.
2. Members of the constituency groups should plan to arrive in Rochester on Wednesday, June 25th and depart on Friday June 27th.

- a. Group Facilitators should arrive in time to attend the facilitators planning meeting that will commence on Wednesday, June 25th at 1pm and should plan to depart on Saturday, June 28th after noon.
 - b. Members or facilitators who are going to attend the Technology Symposium (see below) should schedule their travel so they may attend the open ceremony of the Symposium at 8:30am on Monday, June 23, 2008. The Symposium concludes at noon on Wednesday, June 25, 2008.
 - c. All facilitators and members who wish to attend the Symposium will have their registration fee waived because of their support of the Cyber-Infrastructure Summit. However, hotel and meal costs, associated with attending the Symposium, must be paid by the participant.
3. RIT and NSF travel guidelines will be strictly followed for all travel related to this project. Contact project staff if you have any questions.
 4. All travel arrangements to attend the Summit must be made by a Project Associate at the PEN-International, RIT/NTID office. Travel arrangements, including air and train reservations must be made by the project office.
 5. All receipts for travel must be saved and submitted with travel expense reports. Regardless of actual outlay, no more than \$42 per day will be paid for meals. No alcohol can be paid for by project funds.
 6. More details to follow.

Limited Space for Non-Invited Participants

Anyone with a professional interest in attending the open discussions of the Summit on June 26 and 27, 2008 are welcome to attend, providing there is room in the conference facility. To keep attendance at a manageable level, all interested persons should contact E. William Clymer (contact information below) with a request to attend. Depending upon space, admittance will be granted.

Technology and Deaf Education Symposium <http://www.rit.edu/~techsym>

It is hoped that many of the participants from the Summit will be able to attend and participate at the NTID Technology Symposium. The project leadership will be submitting a proposal for a paper that will describe the status of the project to date at the Symposium.

For more information about the Summit, including related resources, please visit the Summit Web site at <http://www.ntid.rit.edu/cat/summit>. If you have any questions, please contact one of the Summit Organizers:

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