

GEMMA

Gemini in the Era of Multi-Messenger Astronomy

Program

External Communication Plan

May 24, 2019

C-GPM-001

Introduction

This document describes how the status of the GEMMA program will be communicated to external organizations. In addition to high level objectives, this plan includes types of communication, method of communication, frequency of communication, who owns distribution, and who will receive what communication.

Objectives

Communicate the program and project information ensuring the program and related projects engage stakeholders and the Gemini community to maintain open communication between the observatory and the community.

Communication Matrix

Written Communication						
Communication Type	Description	Frequency	Format	Participants/Distribution	Deliverable	Owner
Newsletters	Program News/Events	As Appropriate	GeminiFocus/e-newscast	Existing Distribution Channels	Milestones	Program Manager
Social Media announcements	Program News/Events	As Appropriate	FaceBook, Twitter, Instagram	SM networks	Milestones	Program Manager
Website	Program news/Events	As Appropriate	GEMMA project page on Gemini website	GEMMA project teams	Milestones	Project Manager
STAC / Board Reports	Program status updates	Every 6 months	Standard Format	Gemini STAC, Board, Directors	Status Report	Program Manager
NSF Reports	Program status updates	Every 6 months	Mandated Format	GEMMA Executive Committee (GEC), Project Managers, and others as needed	Status Report	Program Manager
Real-time Communication						
Communication Type	Description	Frequency	Format	Participants/Distribution	Deliverable	Owner
STAC / Board Meetings	Program status updates	Every 6 months	Presentation	GEC, Project Managers, Directorate	Presentation	Program Manager
Other Communication Methods						
Communication Type	Description	Frequency	Format	Participants/Distribution	Deliverable	Owner
AAS, CASCA, and other related science	National & International Astronomy Meetings	3 per year	Conference	Program Sponsor, Directorate	Status Update/Town Hall	Program Scientist

conferences/meetings						