

NISS

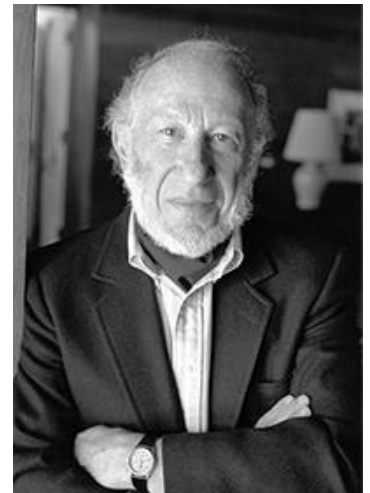
National Institute of Statistical Sciences

Tips for Planning an Ingram Olkin Forum (IOF)

Choose a topic of interest, and give it a catchy name. Create the rationale: how does the TOPIC fit with the IOF goals.

Tips

- 1) Discuss how findings might be disseminated.
- 2) Create an organizing committee of motivated researchers invested in the TOPIC. Links to several prior programs are [Gun Violence](#), [Unplanned Clinical Trial Disruptions: Session 1](#) (discussion of the problem), [Session 3](#) (a specific method with formation of working group).
- 3) Create a draft program description using this template:
 - a) Keep online sessions to 3 hours each, and keep in-person workshops to 1-3 days.
 - b) NISS director or designee will welcome participants and give a few housekeeping rules.
 - c) Chair of NISS' IOF committee or designee will give a few brief comments on the history and goals of IOFs.
 - d) Each session includes motivating talks (three speakers or two speakers and a formal discussant) with breakout room discussions (or roundtables) and time for synthesis.
 - e) Video tape (press record on Zoom) main talks and make public. Breakout discussions cannot be recorded in Zoom but notes can be taken on google.docs and shared with the breakout group. These notes can be provided to the working groups that form afterwards.
 - f) Working groups are expected to continue after the IOF. The follow-up working groups prepare a manuscript.



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