## **Event Roster Guidelines**

The event roster is a means for an organizing committee to view the status of individuals who have been invited to the workshop. This tool is updated as responses are received by the program coordinator and feeds directly into the program webpage. If you believe that someone is missing or have other questions, please email the program manager right away.

## Roles Key:

Attendee - Every participant should have this role as a base. If they have no additional roles, they are only a participant in the workshop Speaker - Individual who has been invited to give a talk at the event Organizer - Individual who is on the organizing committee for the event Poster Presenter - Individual has been invited to present a poster at the event Institute Postdoc - Individual who has been hired into a 9 month postdoc position (September - May)

Semester Postdoc - Individual who has been hired into a 4 month postdoc position (corresponds with semester affiliation)

## Offer Status Key:

Pending - ICERM has received no response to the invitation that was sent
Confirmed - Participant has confirmed their participation in the event
Declined - Participant has responded that they will not attend
Cancelled - Participant originally confirmed and subsequently cancelled
Rescinded - ICERM cancelled the invitation to participate
Tentatively Confirmed - Participant has responded that they would like to attend
but cannot fully commit at the time