Lawrence B. Dumas Domain Dinner and Domain Dialogues

Presenting Team Guide

Updated February 2020

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OVERVIEW

Thank you for your interest in the Lawrence B. Dumas Domain Dinner and Dialogues events.

Originating in 1998, the Domain Dinner series has featured hundreds of faculty presenters and engaged thousands of guests on a range of interdisciplinary topics. While presentation topics have ranged greatly since the series' inception, the mission has remained the same: to stimulate faculty interactions across departments and disciplines and to highlight Northwestern's distinctive interdisciplinarity.

Co-hosted by the Office of the Provost and the Office of Administration and Planning (OAP), the series has served as a launching point for various endeavors at the University and catalyzed numerous other existing research initiatives. While each installation of the series reflects the character of its presenters and the nature of the research being discussed, the general format and planning process remains the same. This guide provides the presenting team with an overview of the Domain event planning process, as well as responsibilities leading up to, during, and after the event.
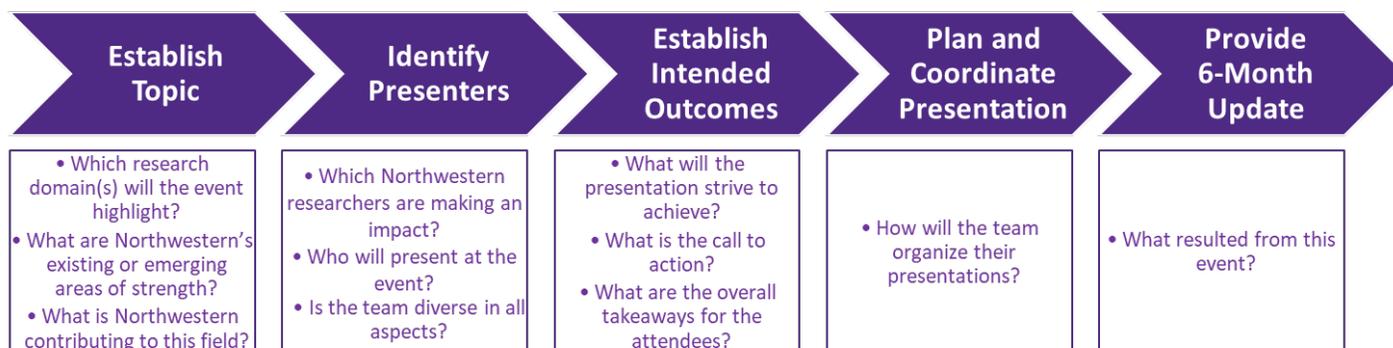
OAP coordinates the logistics of the Lawrence B. Dumas Domain event series and can answer any questions you may have. Please direct questions to Kristi Hubbard, Assistant Director of Planning, at kristi.hubbard@northwestern.edu or 847-467-3622.

As of Winter 2020, there are two distinct formats for Domain events:
- **Domain Dinner:** the traditional format which begins with a cocktail reception at 5:15 pm; followed by the presentation, including a question-and-answer segment from 6:00 to 7:30 pm; and concluding with dinner from 7:30 to 9:00 pm (total of 3 hours and 45 minutes).
- **Domain Dialogues:** a pilot format which begins with the presentation, including a question-and-answer segment from 4:00 to 5:30 pm, followed by a cocktail and heavy hors d'oeuvres reception from 5:30 to 6:30 pm (total of two and a half hours).

PLANNING PROCESS

Below is a brief outline of the Domain event planning process. The subsequent pages describe each step in detail as well as the responsibilities of both the faculty leader and the presenters, known collectively as the presenting team.

Establish Topic	Identify Presenters	Establish Intended Outcomes	Plan and Coordinate Presentation	Provide 6-Month Update
• Which research domain(s) will the event highlight? • What are Northwestern's existing or emerging areas of strength? • What is Northwestern contributing to this field?	• Which Northwestern researchers are making an impact? • Who will present at the event? • Is the team diverse in all aspects?	• What will the presentation strive to achieve? • What is the call to action? • What are the overall takeaways for the attendees?	• How will the team organize their presentations?	• What resulted from this event?

TOPIC GUIDELINES

Topics for Lawrence B. Dumas Domain Dinners have ranged greatly since the series' inception in 1998. Most recently, faculty panels have presented on topics such as quantum information science, the human-computer frontier, migration, neuroscience, global poverty, the power of music, and water insecurity. To stimulate cross-disciplinary faculty collaboration and highlight Northwestern's unique culture of interdisciplinarity, event topics must be highly cross-disciplinary in nature, appealing to a broad group of faculty across schools and disciplines. However, it is important to note that topics may be centered on completed research projects **and/or** new and developing research areas that are of interest to the University community.

Beyond simply being interdisciplinary, the most successful topics are those that allow the presenters to pose a series of questions to attendees, opening the door to robust conversation and creating the opportunity for interdisciplinary connection and collaboration across Northwestern. For example, faculty presenters at the Spring 2017 Lawrence B. Dumas Domain Dinner asked the question, *"What are the consequences of water insecurity, and how do we mitigate those consequences through interdisciplinary research?"*

TOPIC IDENTIFICATION

Topics may be identified in one of two ways: through a proposal from an individual or team in the Northwestern community or through a suggestion from the Offices of the Provost, Administration and Planning, and/or Research.

It is most common for topics to be proposed by Northwestern faculty. In these instances, OAP reviews the topic with the Office of the Provost to determine if the topic should be pursued before communicating the status to the faculty leader.

In other cases, the Offices of the Provost, Administration and Planning, or Research may identify a topic of strategic interest to the University. If a topic is generated in this manner, OAP will reach out to a potential faculty leader for their partnership on the event.

In all cases, proposed topics and presenters are reviewed by the Office of the Provost and the Vice President of Administration and Planning who may make suggestions for changes in the topic and/or the presenting team.

Given the number of submitted proposals and numerous exciting research initiatives at Northwestern, it is not possible to accommodate every proposal submitted.

FACULTY LEADER RESPONSIBILITIES

The faculty leader is an integral component in the successful execution of a Lawrence B. Dumas Domain event. This individual works closely with OAP on the following steps:

Establish Topic
- *Which research domain(s) will the event highlight?*
- *What are Northwestern's existing or emerging areas of strength?*
- *What is Northwestern contributing to this field?*

As noted above, topics for a Domain event must be highly interdisciplinary and appeal to a broad group of faculty at Northwestern. The faculty leader may be responsible for making the initial suggestion or proposal to OAP, or he/she may be contacted by OAP to assist in developing the topic idea.

Identify Presenters
- *Which Northwestern researchers are making an impact?*
- *Who will present at the event?*
- *Is the team diverse in all aspects?*

The selection of faculty presenters is one of the most important aspects of planning a successful Domain event. In collaboration with OAP, the faculty leader is responsible for identifying potential faculty presenters. In situations where the presenters have not yet been identified, or if the faculty leader is desirous of additional input, OAP can assist in identifying faculty presenters. Faculty presenters should:
- Be tenured or tenure-line faculty of Northwestern.
- As a group, represent multiple schools and departments across the University.
- Demonstrate the value of Northwestern's interdisciplinary approach to research and education.
- Have the ability to deliver a compelling and engaging presentation.

Special attention should be paid to creating a diverse presenting team in terms of gender, schools and departments, and faculty rank. Domain events have been a great way to introduce new and/or up-and-coming faculty to central leadership and the broader Northwestern community.

Please note that the faculty leader can serve as both a moderator and a presenter, a moderator only, or a coordinating leader only.

PRESENTING TEAM RESPONSIBILITIES

Establish Intended Outcomes
- *What will the presentation strive to achieve?*
- *What is the call to action?*
- *What are the overall takeaways for the attendees?*

To best catalyze cross-disciplinary faculty connection, OAP works with the faculty leader and the broader presenting team to establish goals and intended outcomes for each event. In addition, OAP provides assistance with developing mechanisms for achieving these goals and metrics for measuring the success of each event.

A list of possible intended outcomes include the following:
- Highlight the mission and/or direction of the research initiative.
- Showcase Northwestern's current research in this area.
- Explain the impact of Northwestern's research in this area.
- Highlight areas where Northwestern needs to expand research activity.
- Build community around a particular research topic.
- Establish connections with faculty from specific research areas.

After the list of intended outcomes is established, the presenting team works with OAP to determine the appropriate mechanisms for achieving these goals. OAP then provides staff support and guidance in deploying these strategies to reduce workload on the presenting team and to ensure the goals are carried out as successfully as possible. Strategies to achieve these goals may include, but are not limited to, the following:
- Data gathering and support.
- Tailored communications to target audiences.
- Coordination with partner offices/units.
- Marketing of future events or important, related initiatives.
- Specialized attendee surveys and follow-up messaging.
- Media coverage.

Measures to define the success of each Domain event are dependent upon the intended outcomes established by the presenting team. Metrics by which previous events have been measured include the following:
- Attendance.
- Survey results.
- Anecdotal comments from presenters, faculty attendees, and administrators.
- New connections or collaborations reported by presenters at the six-month follow-up.

Plan and Coordinate Presentation
- *How will the team organize their presentations?*

The presenting team works with OAP to coordinate the presentation details and logistical components. For each item, the Office of Administration and Planning provides guidance and/or examples from past events to give additional context or information.

Presentation Framework
Once the presenters have been identified, the faculty leader is responsible for drafting an overarching question and potential framework under which the presentations could be delivered (e.g., *What are the consequences of water insecurity, and how do we mitigate those consequences through interdisciplinary research?)*. The faculty leader should consider how each presenter's individual presentation might coalesce with the research of others in the group and how the presentations might build into the overarching question to ensure strong audience engagement.

Event Description
Building upon the presentation framework, the faculty leader is responsible for providing an initial draft of the event's description. This text should capture the invitees' attention and provide an overview of what faculty may expect to take away from the dinner. The initial draft is reviewed and edited by the presenters and central administration. An example has been provided on page 10 of this guide.

Individual Presentations
After establishing the presentation framework and the event description, the presenting team is responsible for developing individual presentations that highlight their respective research and build into the overarching question. It is important to note that presentations should be at an appropriate level of detail for attendees outside of the presenters' respective disciplines. Presentations should be created in PowerPoint, using the template provided by OAP. Please note that all slides will be organized into one PowerPoint file; there will not be separate/individual presentations in the final version.

Concluding Slide
To summarize and outline the connection between presentations, as well as to reiterate the overarching question of the evening, it is suggested that a concluding presentation slide be projected throughout the question-and-answer segment. The faculty leader is responsible for drafting this slide or providing guidance to OAP who can provide assistance in developing this slide. An example has been provided on page 14 of this guide.

Event Program
OAP provides an initial draft of the event program, complete with drafts of the presenters' biographies. The event program can also provide attendees with information related to existing research initiatives, centers, or institutes at Northwestern. The presenters are responsible reviewing their biographies and providing feedback to OAP. An example has been provided on page 15 of this guide.

Special Guests
The presenting team members may identify a small number of colleagues (e.g., postdoctoral students or department administrators) who would benefit from attending the presentation. The number of special guests is limited and may also include the spouse/partner of the presenting team members. Presenters are responsible for providing the names and contact information of special guests to OAP.

Presentation Dry Run
The presenting team is encouraged to meet together as a group to hone the details of their presentations to ensure no overlap, smooth transitions, and an overall sense of teamwork and coordination. OAP schedules at least one dry run of the presentation on-site in the event location in advance of the event.

Dress Code
While attendees are not required to adhere to any particular dress code, business attire is recommended for the presenting team, as the event is an opportunity to project a professional impression to attendees which not only include their faculty peers but also the President and Provost, deans, and other senior University leaders.

Presentation
The presenting team adheres to the day-of-event schedule (to be detailed separately by OAP), and the presentations are successfully delivered.

Question-and-Answer
The faculty leader moderates the question-and-answer segment, which is meant to elicit robust conversation and debate from attendees. The following guidelines should equip the moderator to lead this discussion successfully and will be provided again closer to the event:
- The question-and-answer segment generally lasts for 30 minutes.
- As the last presentation is completed, the moderator is responsible for transitioning from the presentations to the concluding presentation slide to the question-and-answer dialogue.
- As the moderator makes this transition, he/she should outline the following instructions:
  o Microphones will be provided by two staff, alternating sides of the auditorium with each question. Faculty are asked to hold their questions until a microphone has been provided.
  o Faculty are asked to introduce themselves with their name, title, and department prior to clearly stating their question.
  o Faculty are asked to keep each question brief, recognizing that there will be many questions for the presenting team.
  o Discussion will end promptly at the designated time, and faculty are welcome to continue conversation over dinner or at the reception.
- The moderator directs the staff members to each faculty member with a question, attempting to ensure parity across the room. Please note that the moderator should direct the staff members with the microphones, rather than having the staff members attempt to determine who should ask the next question.
- After 25 minutes, the moderator announces last question.
- After 30 minutes, the Provost concludes the question-and-answer segment of the event and asks faculty to continue conversation over dinner or at the reception.

Provide Six-Month Update
- *What resulted from this dinner?*

OAP will reach out to the presenting team approximately six months after the event date to gather information on outcomes. OAP will use this information to create a summary report for the Provost, the Vice President of Administration and Planning, and other appropriate senior leaders.

PLANNING TIMELINE

The general planning timeline below is provided to assist the presenting team at each stage of planning a Domain event. Each task is listed with the general timeframe by which it should be completed. OAP will provide a calendar of specific dates to the presenting team at the outset of the planning process.

PLANNING TIMELINE	Date in Advance
Finalize topic with the Offices of the Provost and Administration and Planning.	24 Weeks
Identify presenters in coordination with the Office of Administration and Planning.	20 Weeks
Finalize event date with the Office of Administration and Planning.	16 Weeks
Draft intended outcomes, presentation framework, and event description and meet with the Office of Administration and Planning to discuss.	13 Weeks
Finalize intended outcomes and mechanisms for achieving goals with the Office of Administration and Planning.	10 Weeks
Finalize presentation framework and event description and provide to the Office of Administration and Planning.	8 Weeks
Provide edits to biography and finalize program with the Office of Administration and Planning.	6 Weeks
Provide names and contact information of special guests to the Office of Administration and Planning.	4 Weeks
Draft concluding slide and provide finalized presentation to the Office of Administration and Planning.	2 Weeks
Hold a dry run with the presenting team on-site in the location of the event.	1 Week

EVENT TIMELINES

The event timelines below outline the general day-of activities for each Domain event format. OAP will provide a specific event timeline with additional information prior to the event date.

DOMAIN DINNER TIMELINE

	Time
Presenters arrive at venue to review presentations and all A/V needs with IT staff.	4:45 pm
Guests arrive for cocktails.	5:15 pm
Presenters return to auditorium for final A/V check and microphones.	5:55 pm
Provost provides opening remarks.	6:00 pm
Presentations begin.	6:05 pm
Question-and-answer begins.	7:00 pm
Provost provides concluding remarks and invites guests to dinner.	7:30 pm
Event concludes.	9:00 pm

DOMAIN DIALOGUES TIMELINE

	Time
Presenters arrive at venue to review presentations and all A/V needs with IT staff.	3:30 pm
Provost provides opening remarks.	4:00 pm
Presentations begin.	4:05 pm
Question-and-answer begins.	5:00 pm
Provost provides concluding remarks and invites guests to the reception.	5:30 pm
Event concludes.	6:30 pm

Example 1

Innovating for the Second Quantum Revolution

Quantum Information Science (QIS) seeks to harness the fundamental quantum nature of light and matter to transform computation, communication, and sensing. Realization of the second quantum revolution necessitates leaps in fundamental science paired with engineering innovations.

How will these great leaps and bounds in QIS impact the world around us?

Surmounting these challenges would enable computational power eclipsing our most advanced computers, secure communications over long distances, and sense and characterize single molecules at a sub-cellular level. QIS will leverage our ability to examine interactions at the smallest levels and on the fastest timescales. For example, we will be able to build longer-lasting batteries for electric vehicles, develop innovative medical treatments through faster identification of new chemical compounds, and create unbreakable encryption for better cybersecurity.

Why is QIS so important?

A recent report from the National Academies Press has stated that "continued research and development in quantum computing and quantum technologies will expand the boundaries of humanity's scientific knowledge, and the results yet to be gleaned could transform our understanding of the universe."[1] By way of a simple analogy, the future's quantum computers are to today's computers what today's computers are to the abacus.

The recent signing into law of the U.S. National Quantum Initiative Act adds increasing impetus to this rapidly emerging field, and Northwestern scientists and engineers are playing a major role in implementing the second quantum revolution. For this Lawrence B. Dumas Domain Dinner, we bring together the following faculty to discuss how discoveries at Northwestern are yielding insights into the quantum world relevant to QIS. Michael Wasielewski will provide an introduction to the field and serve as moderator. Jim Sauls will discuss the promises, challenges, and technologies for realizing quantum computing. Next, Prem Kumar will introduce quantum communications and networking of the emerging quantum systems. Danna Freedman will discuss the impact of quantum sensing on disciplines ranging from structural biology to condensed matter physics. Finally, Mark Hersam will present the central role that new materials will play in realizing practical quantum technologies.

[1]National Academies of Science E.; Medicine, *Quantum Computing: Progress and Prospects*. National Academies Press: 2019.

Example 2

The Human-Computer Frontier: Consequences for Society and Implications for Action

Over 55% of the world's population is on the internet, more than 36% of the world's population owns a smartphone -- and artificial intelligence automates everyday tasks.

Our daily lives are changing at unprecedented speed, enabled by advances in computing technology such as high speed internet, ubiquitous mobile systems, and pervasive and autonomous systems. While new technologies offer unprecedented opportunities, they also come with risks including job loss to automation, addiction, algorithmic bias, security and privacy threats, and inaccessibility.

This iteration of the Lawrence B. Dumas Domain Dinner series will explore today's issues at the human-computer frontier to imagine research, education, policy, and practice in society tomorrow.

Northwestern researchers within the recently-launched Human-Computer Frontier Initiative are working together to build our lives fused with computers and understand the societal implications. Our researchers believe our relationship with technology should be collaborative, accessible, inclusive, and equitable. They are creating a new computing paradigm that helps ensure that computing benefits everyone, not just a select few. To realize this vision, they often follow a design research approach – a use-inspired basic research methodology to create new technologies and new models for such human-computer interactions. Major research efforts focus on high-impact problems including information access, personalized health and well-being, income inequality, online privacy and security, and life-long learning.

Liz Gerber, Associate Professor of Mechanical Engineering and Communication Studies, will frame the evening's discussions and provide context for the challenges and opportunities at the human-computer frontier. **Jessica Hullman**, Assistant Professor of Computer Science and of Journalism and the Breed Junior Professor of Design, will provide an understanding of human reasoning and cognition supported by technology, through both system-building and empirical studies, helping us to understand how technology can help us make decisions from the large amounts of information we are faced with as a society. **Anne Marie Piper**, Associate Professor of Communication Studies, will provide a human-centered understanding of interactions through years of firsthand accounts and in-person interviews with people about the role of technology in social interaction, collaboration, learning, and well-being among individuals with disabilities and older adults. And finally, **Brent Hecht**, Assistant Professor of Communication Studies and of Computer Science, will provide a systemic account of the cultural, geographic, and economic biases that are reflected and reinforced by technologies at the human-computer frontier and methods to mitigate these biases.

Example 3

The Power of Music: Approaches to Improving the Human Experience

There are few things as deeply integrated into the human experience as the acts of making and taking in music. As a universal and ancient form of expression and communication, music can profoundly transform our personal well-being at each stage of life no matter who we are or where we were raised. For decades Northwestern researchers have been at the forefront of gathering evidence to support the benefits of music including enhanced language development in young children; increased attention, working memory, and hearing in adults; and reduced age-related neural declines in older populations. However, new empirical evidence gathered by Northwestern faculty suggests music may have a far greater biological and social impact than previously understood—going so far as to recommend music as a transformative medium of intervention in the lives of today's most underserved populations, including impoverished, at-risk, and incarcerated youth.

The applications of these findings have great potential, as we know our relationship to music and its remarkable benefits may be universal, but our human experience is certainly not. This begs us to ask, what role should music play in improving the 21st century human experience? In this iteration of the Lawrence B. Dumas Domain Dinner series, the following faculty will highlight the broader benefits of music and explore the unexpected role music can play in disrupting the seemingly irrevocable downward trajectories of at-risk and incarcerated youth, among other populations. In doing so, they will outline the dire outcomes of impoverished and detained youth; discuss how music training can offset the biological signatures of poverty; and explore how music can be used as a tool of intervention as well as its implications for social policy in this area.

Nina Kraus
Hugh Knowles Professor of Communication Sciences, Neurobiology, and Otolaryngology
School of Communication

Linda Teplin
Owen L. Coon Professor of Psychiatry and Behavioral Sciences
Feinberg School of Medicine

Maud Hickey
Associate Professor of Music Education
Bienen School of Music

Below is an example of the concluding presentation slide to be displayed during the question-and-answer segment of the Domain event.

EXAMPLE PROGRAM

Below is an example of the program used at a Lawrence B. Dumas Domain Dinner.

Water Research at Northwestern University

Water is central to all life. There is increasing global concern that limited availability of clean, safe water will impair public health, restrict economic production, destabilize vulnerable societies, and irreversibly damage native ecosystems – particularly in areas of the world with dense populations, contentious governance, and poor water resources. The Center for Water Research at Northwestern was formed in March 2016 to catalyze and coordinate water research across the University, increase the visibility and impact of our water research, and increase opportunities for Northwestern faculty and students in all domains touching on water. There is burgeoning programmatic development and support for water research across the University, including global strategic programs supported by the Finite Earth Initiative and the Buffett Institute for Global Studies, local and global research and engagement through the Institute for Sustainability and Energy at Northwestern, social science and public policy research through the Institute for Policy Research, and community legal support through the Environmental Advocacy Center at Northwestern's Bluhm Legal Clinic.

This Lawrence B. Dumas Domain Dinner will discuss how Northwestern research can contribute to defining water insecurity from multiple perspectives, measuring water insecurity through multi-domain/multi-scale methods, and solving water insecurity through integration of new technologies with broader social, sustainability, economic, legal, and policy frameworks.

For additional information about the Center for Water Research, please visit the center's website at: www.water.northwestern.edu

Northwestern
LAWRENCE B. DUMAS DOMAIN DINNER

Water Insecurity: Understanding its Consequences and Identifying Solutions

James L. Allen Center
April 5, 2017

\ Event Schedule \

Cocktails

| 5:15 PM | First Floor Lounge |
| | James L. Allen Center |

Welcome

6:00 PM	McCormick Foundation Auditorium
	James L. Allen Center
	Dan Linzer
	Provost

Panel Discussion

Sera Young, Moderator
Assistant Professor of Anthropology
Faculty Fellow at the Institute for Policy Research
Weinberg College of Arts and Sciences

David Dana
Kirkland & Ellis Professor of Law
Associate Dean for Faculty Affairs
Faculty Associate at the Institute for Policy Research
Co-Director of the Buffett Institute's Working Group on Climate Change Governance
Northwestern Pritzker School of Law

Aaron Packman
Professor of Civil and Environmental Engineering
Director of the Center for Water Research
McCormick School of Engineering and Applied Science

Dinner and Concluding Remarks

| 7:30 PM | Philip and Nancy Kotler Atrium Dining Room |
| | James L. Allen Center |

\ Presenter Biographies \

Sera Young is an Assistant Professor in the Department of Anthropology, Faculty Fellow at the Institute for Policy Research, and Affiliated Faculty with the Center for Water Research at Northwestern. Young focuses on reducing maternal and child undernutrition in low-resource settings, especially in sub-Saharan Africa. Her current work aims to better our understanding of both how to measure household level water insecurity and the consequences of such insecurity. Young's group is currently conducting formative work on scale development and validation in Kenya, with a long-term goal of creating a cross culturally valid measure of household level water insecurity. She earned a BA in Anthropology from the University of Michigan, an MA in Medical Anthropology from the University of Amsterdam, and a PhD in International Nutrition from Cornell University.

David Dana is the Kirkland & Ellis Professor of Law and the Associate Dean for Faculty Affairs in the Northwestern Pritzker School of Law. Dana is also a Faculty Associate at the Institute for Policy Research and Co-Director of the Buffett Institute's Working Group on Climate Change Governance. Dana's current scholarly work focuses on a range of topics, including environmental and health risks posed by emerging technologies and climate change adaptation, among others. He currently teaches a course on Water Law, which examines the legal regime that governs the allocation and management of surface and ground water in the United States and on international rivers and aquifers. Dana earned a BA and JD from Harvard University.

Aaron Packman is a Professor in the Department of Civil and Environmental Engineering and Director of the Center for Water Research at Northwestern. His research focuses on water systems dynamics and the transmission of dissolved and suspended constituents, including microorganisms, in aquatic systems. The Packman research team is applying fundamental, interdisciplinary methods to a variety of problems in natural and engineered water systems, including nutrient and carbon cycling, contaminant transport and water quality, ecosystem degradation and restoration, and waterborne disease transmission. Packman is the recipient of numerous awards and honors including the Fulbright Distinguished Chair, Huber Research Prize, and Career Awards from NSF and NIH. He received a BS in Mechanical Engineering from Washington University in St. Louis and an MS and PhD in Environmental Engineering and Science from the California Institute of Technology.