

Guidance for Conducting Research Group Meetings

Research group meetings are often held for the benefit of trainees, most of which are receiving credit for the research conducted. Such group meetings are allowed and should be treated as classes. When scheduling such group meetings, guidance is as follows:

- Comply with [University](#) and [Research Reopening](#) guidelines at all times.
- Use spaces designated as classrooms when possible.
- When not using classroom spaces, be sure to plan where the speaker should be located relative to seated participants.
- Use [FDO](#) established occupancy limits for the space as a maximum. See further considerations below.
- Limit the length of group meetings to less than 75 minutes when possible.

In addition to the guidance above, it is suggested that the following be considered when convening research group meetings:

- Size of the space (see the following guidance).
- Number of occupants.
- Last and next use of the room (buffer between meetings).

Further guidance for research group meetings (9/19/20)

The “occupancies” for conference rooms and classrooms were determined in the early summer by FDO using the six (6) foot spacing. This procedure was done without consideration of aerosol spread. The Research Reopening Committee had considered aerosol transmission from the start and applied it to research laboratories and then later to research office spaces. This is the reason that our recommendations for research offices are much lower than similar spaces that were established by FDO using the 6-foot criterion.

Three different strategies illustrate these considerations for in-person group meetings.

1. If the research group meeting is just replacing laboratory time then the rate of exposure during the group meeting should be no more than that which would be occurring during time in the lab.
 - In this case, 170 ft² of floor space should be allocated per person. For large groups finding a space this large, and running an effective meeting in it, could be problematic.
2. A second strategy is to hold a meeting as the only “together” event of the day. Then exposure that matches eight (8) total hours in the lab would be achieved as follows:
 - One hour or 1.5 hour meeting: The 6 foot spacing, 28 ft²/person is adequate.
 - Two hour meeting: 37 ft²/person
 - Three hour meeting: 60 ft²/person
 - Four hour meeting: 85 ft²/person.

3. A third scenario is four (4) hours in the lab and a two (2) hour group meeting. In this case the four-hour meeting guidance, 85 ft²/person, should be followed.