

Workshop on Multiphase Flow Research

Task	Who	Date
Write a four paragraph workshop summary	Syam	June 16
Develop and post the following lists: authors of track reports, sidebar topics and authors, appendix topics and authors, list of graphics and contributors.	Track chairs	June 16
Actively seek feedback from the workshop participants and other experts. Collect information from them and write draft track report.	Track chairs	June-July
Post the draft track reports (track reports, sidebars, appendices, graphics) on the website	Track chairs	July 21
Comment on the draft reports posted on the website	All	August 1
Write executive summary	Syam	August 8
Submit the final track reports	Track chairs	August 15
Collate and edit final Workshop report	Tech Writing	August 29
Submit the final Workshop report	Syam	August 31



See notes on next page.

Definitions

- **Track Report**
 - Track chairs are the main authors; may include other experts
 - Should describe the major objectives/needs for achieving the vision and potential paths
- **Sidebar**
 - Brief write up that provides supporting information for the track report
 - May describe the current state-of-the-art (e.g., what is computationally possible now?) or explain a crucial requirement (e.g., why is it important to describe force chains?)
 - Preferably written by topic experts
 - Included on the side or at the end of the track report
- **Appendix**
 - Similar function as the sidebar, but could be longer and include material such as copies of slides
 - Included at the end of the report
- **Graphics**
 - Supporting material to demonstrate the state-of-the art. Preferably colorful, 3D, and based on published information.
 - Must have a descriptive text and authorship information
 - Inserted at various locations in the report

