

## Coordinators' Reference Page and Data Site

There is a web site that is a very convenient reference page for coordinators only:

<http://www.kitp.ucsb.edu/visitors/info/coordinators/programs.php>.

It contains copies of policy documents, sample letters, and most other information that either has been or will be sent to you, with links to other relevant sites. Please **bookmark this** URL in your browser because its location is for coordinators' use only and is not made public.

There is a second web site, called the **Coordinators' Data Site**, linked from the previous page (and accessible only to coordinators and KITP staff.) This site is password protected because it contains confidential information. Basically, this contains all the bookkeeping for your program. It lists all of the people who have applied to your program along with the dates, time periods, and length of time that they requested. As we send out invitations, it keeps track of the people to whom those were sent, the financial commitments, and their status.

After logging on, you will see two lists: The upper one has the names of all those who have been invited. (Initially, that is only you, the coordinators.) The second list is the rest of those who have applied. At the top of each list is a link "[Click for details](#)", which brings up a page with the information from their application and the detailed history on all of the applicants. If you only want details on a single person, just click on the relevant name instead.\*

At the bottom of the web page is a link to an Excel workbook, containing three distinct spreadsheets giving the names of (1) all program invitees, (2) invited affiliates, and (3) applicants and nominations for affiliates in a convenient form, with the columns labeled by the weeks of the program. The status of each person is indicated by a status code, the legend for which is given on the next page. [This legend is also linked from the top of the page to help you interpret the Status column. Many of these codes are designed to handle the greater variety of issues associated with our longer programs and are not relevant to miniprograms.] The data in this workbook is automatically updated thrice each day from the KITP database and is as up to date as the web page itself. However, it sometimes takes a day or two for information received by e-mail or phone to be entered into the database.

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\* N.B.: The column denoted "Stay Req\*" refers roughly to their requested stay, but, as the footnote says, "Stay Req information is approximate, always check details."

## Status Codes for Spreadsheets

"I" = "inquiry" (someone who has applied, but on whom no action has been taken).

"E" = someone who has been officially invited, but from whom we have not yet had a response.

"A" = someone who has accepted the invitation.

"D" = someone who has declined.

"Q" = category which is equivalent to "E" except that there is something special about the terms of the invitation (this was designed as a device for the staff person who is now physically drafting the invitation letters.)

"S" = Speaker who, it is assumed, has agreed to come.

### **Lesser-used codes include:**

"L" = "Local Participant," such as a permanent member or postdoc who wants to participate, but who should not be counted against the space quota.

"W" = "Wait Listed," to indicate a priority among the applicants.

"N" = an applicant who is no longer being actively considered.

"B" = an invitee who is likely to accept.

"C" = an invitee who is likely to decline.

[This legend can be accessed from a link on top right of the coordinators' data site.]