WAI manifesto

Agreements about the organization of the WAI made on 18-11-2014

**Attending:**

WAI organizers: Wytze Vlietstra, Veruska Carretta Zamborlini

Senior staff: Guszti Eiben, Stefan Schlobach, Annette ten Teije, Michel Klein, Mark Hoogendoorn, Frank van Harmelen, Lora Aroyo, Evert Haasdijk

**Goals:**

The WAI (**W**eekly **A**rtificial **I**ntelligence) meeting is a weekly one hour meeting, during which two presentations are given by members of one of the four Artificial Intelligence research groups at the VU, or by invited speakers.

The primary goal of the WAI is to inform each other about developments both in research and education, while also building a sense of community between the research groups.

It provides an opportunity to present to a broad audience in a friendly environment, where you can receive feedback from different research groups, obtain new ideas, and seek collaborations.

It also enables us as a community to be aware of each other’s activities and ideas, as well being introduced to new colleagues.

**Agreements:**

All members of the research groups are expected to give a WAI presentation to the community. Attending the WAI meetings is also expected for everyone, with the exception of colleagues with pressing obligations. Seniors are responsible for guiding the participation of new colleagues in the WAI.

The talks should be aimed at a broad audience, explaining ideas rather than technical details. Seniors of each group are responsible for guiding the presenters on adhering to this aim.

Each session will be chaired by a senior, a duty rotated monthly, who is responsible for both maintaining a friendly environment, as well as intervening with the presentation when (s)he considers it suitable. (e.g. the presenter takes too much time or is too technical)

In the case a presenter cancels, both the presenter and his/her supervisor are responsible for finding a replacement.