Deliverable D1.2

Strategy for dissemination of information within the consortium

Project Title	Artificial Intelligence for Image Data Analysis In The Life Sciences
Project Acronym	AI4Life
Project Number	101057970
Project Start Date	01.09.2022
Project Duration	36 Months

WP N° & Title	WP1: Project Management
WP Leaders	EURO-BIOIMAGING ERIC; EMBL
Deliverable Lead Beneficiary	EURO-BIOIMAGING ERIC
Dissemination Level	PU
DOI	10.5281/zenodo.7785849
Contractual Delivery Date	28.02.2023 (M6)
Actual Delivery Date	30.03.2023
Authors	Rachel Robinson-Lehtinen
Contributors	
Reviewers	Camilo Guzman Gutierrez

Change Log

Version	Date	Description of changes
v0.1	01.02.2023	Initial draft
v0.2	28.03.2023	Draft submitted for internal review
V0.3	30.03.2023	Approved for submission

Acronyms and Abbreviations

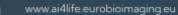|	
AI	Artificial Intelligence
D	Deliverable
ML	Machine Learning
PU	Public
RI	Research Infrastructure
v	Version
WP	Work Package

Table of contents

Executive Summary

For the successful implementation of the AI4Life project, clear and effective communication with the consortium is essential. This document outlines the strategy for communication and dissemination of information among the project partners. Deliverable 1.2 is under the remit of WP 1 Project Management and is an overarching factor in the completion of all project objectives.

www.ai4life.eurobioimaging.eu

ai4life@eurobioimaging.eu

@AI4LifeTeam

1. Internal communication

The communication within the consortium is a critical factor in the timely delivery of the project goals and the overall impact of the AI4Life project. Hence, the AI4Life team has agreed upon and established an accessible, effective, and agile internal communication strategy.

To ensure all consortium team members are included in the relevant internal communications, a participant registration has been established. The participant registration provides the basic contact details of the participants from each partner, requests permission for their details to be stored in a secure location and shared with the consortium members in accordance with GDPR guidelines. Completion of the participant registration form notifies the project manager to add the team member to all the relevant communication channels and project infrastructure.

Communication Channels

Email

An up-to-date contact list with emails for all participants is maintained by the project manager and is available in a secure location for the partners to access, when needed. A google group has also been created to ensure all partners receive the necessary communications and that no partners are left out by accident.

Element

For daily, informal communication within the project, the AI4Life project management has established an AI4Life space and several chat rooms on the Element platform. All participants from each partner are invited to participate in the AI4Life space upon registration. The AI4Life Element Space can be found here: https://matrix.to/#/#ai4life:matrix.org

Social media platforms & external communication

In partnership with WP 7, all project partners have been invited to follow the AI4Life twitter account, LinkedIn page, AI4Life website, and to subscribe to the AI4Life newsletter (described in Deliverable 7.1).

Project Meetings

The timeline for the regular project meetings (described in Deliverable 1.1) has been set and communicated to all the partners. The monthly PM Team meetings and the Steering Committee meetings, Executive Board meeting and the Open Calls Selection Committee meeting are planned as virtual meetings, to ensure the widest level of participation from the relevant parties. Virtual meetings are arranged in Zoom. The

www.ai4life.eurobioimaging.eu

ai4life@eurobioimaging.eu

@AI4LifeTeam

annual General Assembly meetings are planned as hybrid in-person-virtual meetings. The meeting invites, agenda and the zoom link for each meeting are communicated in accordance with the predefined plan in the consortium agreement to the relevant participants. All meetings are indicated in the AI4Life calendar. The list of participants in attendance and the meeting minutes are recorded and made available for commenting after each meeting.

Calendar

A calendar containing all the project meetings and events has been created and shared with the consortium members. All members of the google group, i.e., all project participants, can add events to the calendar.

2. Access and dissemination of project documents

Document Storage

A secure document storage system has been created and all registered participants have been granted access to the relevant folders.

Project Intranet

An AI4Life Trello Board has been created and structured by WP. For each WP, key subsections have been clearly defined: 1) Tasks & Objectives, 2) Deliverables & Milestones, 3) Critical Risks, 4) WP Administration. The AI4Life Trello board serves as a dashboard for accessing important information, links and other documents including access to the original proposal, grant agreement, consortium agreement and outreach materials. All project participants are granted access to the AI4Life Trello after completing the participant registration.

3. Conclusion

The strategy for communication and dissemination of information within the consortium goes hand-in-hand with the project management plan (Deliverable 1.1), to ensure the successful completion of the AI4Life project. The strategy utilises numerous methods of communication to ensure that all partners will receive the necessary information in a timely fashion.

www.ai4life.eurobioimaging.eu

ai4life@eurobioimaging.eu

@AI4LifeTeam