



EPAC'08
LOC meeting
2nd March 2007

EPAC⁰⁶ and EPAC'08

John Thomason

General

- Not concentrated on things specific to EPAC'08/Genova, e.g:
 - Conference Venue
 - Accommodation
 - Registration (being done by PCO)
 - Speaker Interface
 - Banquet and Reception Venues
 - Taking Registration Payments (being done by PCO?)(although happy to express an opinion on any of these!)
- Try to give general advice on as many issues as possible that arose during EPAC'06, in roughly the order they should have been dealt with

Graphic Design 1

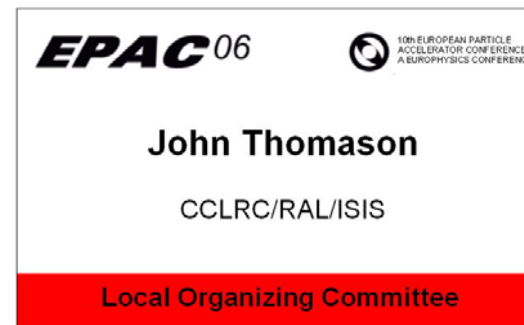
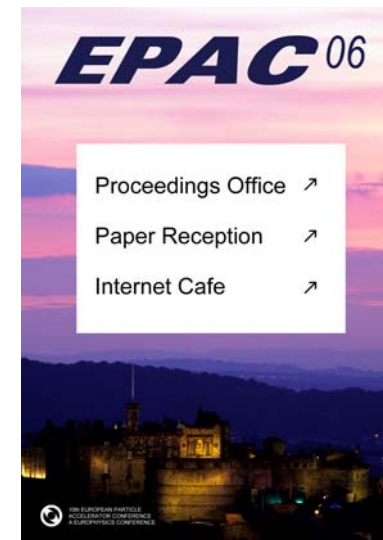
- Designed by professional graphic design company (Ampersand):
 Conference poster
 Postcards
 Conference guide cover
 Programme cover
- Printed by CCLRC



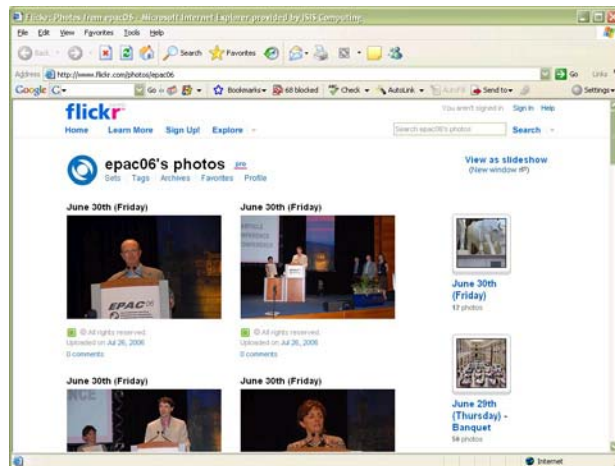
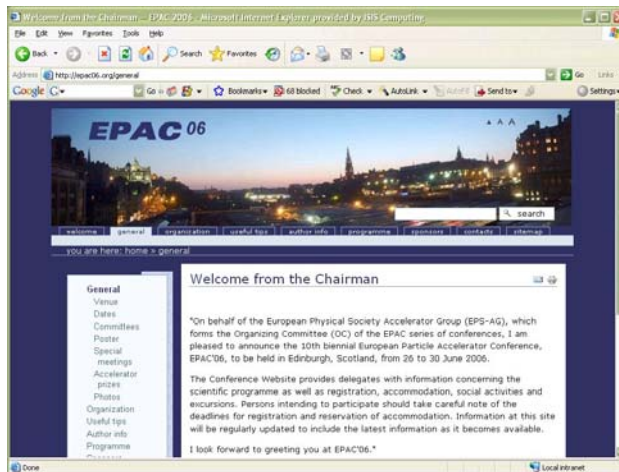
Graphic Design 2



- Designed by CCLRC (mostly John Thomason!):
 - ‘Sail’ banners outside EICC
 - Stage banner
 - Gobos in EICC
 - Conference badges
 - Lanyards
 - ‘Bus-stop’ signs in EICC
 - Posters at banquets
 - Tickets
- Printed by CCLRC/EICC

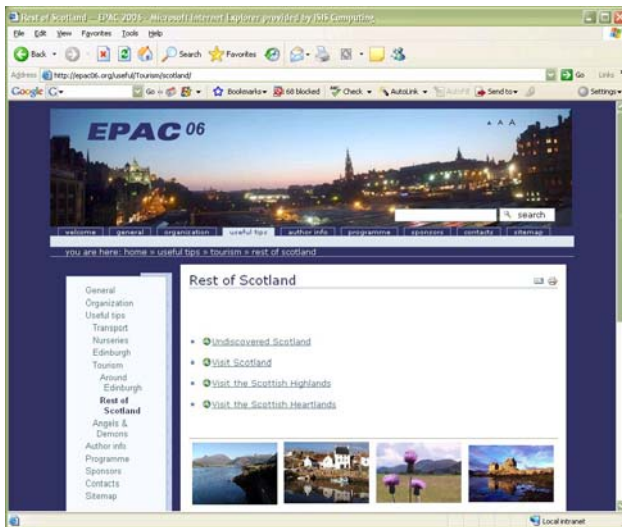


Website



- Designed by Giulia Bellodi using Plone, input from rest of LOC
- Included search engine and scaleable text
- Each page with a quotation from a Scottish author
- Conference photos on a commercial website (flickr)
- Lots new scheduling software linked into site (contact Hywel Owen for details)
- pdf Abstracts Brochure (no printed version)

Companions' Programme



- No official Companions' Programme (lack of demand at Lucerne)
- Extensive tourism links on the website to allow people to book their own tours
- Edinburgh Tourist Board stand in the conference centre Monday-Thursday to advise on trips
- Companions 'Meet and Greet' session on Monday morning hosted by Edinburgh Convention Bureau

Poster and Postcard Mailing



- Produced a sticky address label for each potential delegate (list supplied by Christine)
- Sent a postcard to each person – design 1 to Europe and Rest of World design 2 to USA
- Chris Prior and John Thomason produced a sub-list of 1 or 2 contacts at each institution. Each of these was sent a poster and asked to display it prominently within the institution
- Envelopes stuffed and postcards addressed by CCLRC ‘volunteers’

Official Carrier



- British Airways was the official carrier for EPAC'06 and offered special conference fares to all participants (deal negotiated by OC chair)
- These special fares were valid for travel between 19th June and 7th July 2006, and ensured that the lowest rate published fares were made available on all flights, irrespective of whether nominal allocations at these rates have already been filled
- To take advantage of these special conference fares we used a password for the BA website, which was supplied when delegates registered

Industry Mailing List

Company Name	APAC04	CTCLO1	GPAC05	EPAC06	EPAC04	FEL05	ICALIPC	LINAC04	PAC05	PAC03	BUPAC04
Accel Instruments GmbH	✓	✓		✓	✓	✓			✓	✓	
Acceltek Inc.				✓					✓	✓	
Acetronix							✓				
Adapt									✓	✓	
Advanced Design Consulting USA, Inc.						✓					
Advanced Energy Systems Inc.				✓	✓				✓	✓	
Advanced Fermi Technology Inc.				✓					✓	✓	
ADVENT Research Materials Limited									✓	✓	
AET Systems				✓					✓	✓	
Alpha Research Electronics									✓	✓	
ALS TRIM Magnets and Superconductors					✓						
Alisa Technology									✓	✓	
American Magnetics Inc.									✓	✓	
American Technical Services									✓	✓	
Amrad Manufacturing Corporation									✓	✓	
AMR Corporation									✓	✓	
Anisot GmbH & Co KG					✓						
Applied Power Systems Inc.									✓	✓	
ASDA High Energy Systems Division									✓	✓	
ATK Mission Research									✓	✓	
A.T. West Company									✓	✓	
Banger Instrumentation				✓	✓				✓	✓	
Bevycoke Alptrace				✓					✓	✓	
Bentley Systems									✓	✓	
Burns Industries Inc.									✓	✓	
CAE E Technologies Inc.									✓	✓	
Ceramic Magnetics				✓					✓	✓	
Ceramics North America Corporation									✓	✓	
Chaffin Associates									✓	✓	
CML Engineering									✓	✓	
Communications and Power Industries, Inc.									✓	✓	
CPI International Inc.				✓	✓				✓	✓	
Cryoth Inc.									✓	✓	
CSF - Computer Simulation Technology				✓	✓				✓	✓	
CSI of America									✓	✓	
CSI - Control System Laboratory									✓	✓	
Deftrak Ltd	✓								✓	✓	
Demetron Research Institute Co. Ltd									✓	✓	
Deposits									✓	✓	
Desmar Technologies									✓	✓	
Director									✓	✓	
D-TACO Solutions Ltd								✓			
Dynal Scientific									✓	✓	
dyn technologies Inc.	✓				✓				✓	✓	
Element Precision & Astronomy									✓	✓	
Emergen, Inc.									✓	✓	
Emerson Tools Inc.									✓	✓	
The Fermi Company									✓	✓	
FMS Farwick und Messersch GmbH									✓	✓	
Ferrotech Scientific									✓	✓	
Fuga Elektronik GmbH									✓	✓	
Gamma Scientific Ltd									✓	✓	
Glasman									✓	✓	
GMW Associates							✓		✓	✓	
Goodfellow Corporation									✓	✓	
H. C. Stark Inc.									✓	✓	
Heraeus ABB									✓	✓	
Heraeus									✓	✓	
HIP									✓	✓	
Hitec Power Protection B.V.	✓								✓	✓	
Hobart Machinery Ltd									✓	✓	
Holm Electronics Ltd									✓	✓	
Idarus Research Inc.									✓	✓	
Imperial									✓	✓	
Imtech B.V.									✓	✓	
Intermetallurg Technologies	✓				✓			✓	✓	✓	
Ion Beam Applications S.A.		✓			✓				✓	✓	
ISA Corporation							✓		✓	✓	
International Heavy Industry Co. Ltd		✓							✓	✓	
ISIS Second Target Station									✓	✓	
ISMA - Jussip Maria Aguilar, SA									✓	✓	
Intertec Oy									✓	✓	

- Around 700 entries on the EPAC mailing list, but only actually 130 companies, mainly due to multiple contacts (mostly out of date)
- ‘Rationalised’ list shows:
 - Companies that are on the original list and have exhibited at a recent conference (green)
 - Companies that are on the original list, but have not exhibited recently (white)
 - Companies that have exhibited recently, but are not on the mailing list (orange)
- How to deal with these anomalies is up to LOC’08!

Conference Sponsorship

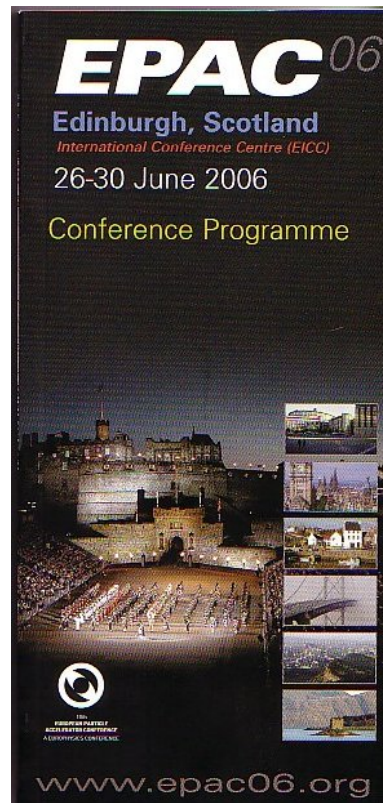
- Sponsorship was sought from a number of companies with a connection to accelerators, most notably Oracle
- Making contacts and receiving any sort of reply proved quite time consuming and yielded no positive results
- CCLRC offered £20k additional contingency if we encountered real difficulties, but this was eventually not required because of increased attendance
- May seem very important at the time of trying to set the conference fee

Conference Bags



- First 1,000 bags supplied by e2V, but extras required later were paid for from the conference budget
- Decided they should be large enough to hold a laptop computer
- Should have a carry handle and shoulderstrap
- Pre-packing at DL took 4-5 people 5 days

Conference Programme



- Lots of new features
- Full colour throughout including photos, maps and diagrams
- Glued spine
- Colour coded listing of talks and synoptic table

Logistics and Storage



- Andy Kimber and John Thomason spent most of the pre-conference week driving equipment from RAL and DL to Edinburgh in a 1.5 ton van with a 250 kg pump truck and a small sack truck/pallette truck
- No storage available at EICC until Sunday so storage arranged at Edinburgh University
- 50 computers, monitors, printers and peripherals, plus adjustable chairs for proceedings office, posterboards for EPS, APS, CAS displays, etc., safe
- 1200 conference bags, pre-packed at DL
- Limited man-power for loading/unloading at EICC, so mostly done by LOC and CCLRC staff attending the conference

Rooms Outside EICC



- Special meeting room:
80 seat lecture theatre in
Edinburgh University
- Meeting timetable organised
by Conference Secretary



- Wallace Suite Sheraton
Grand Hotel for JACoW
lunch and OC meeting:
30 seats oval table
meeting/buffet meal

(EPS-AG general assembly in Fintry, PACCC in Soutra at EICC)

Pre-Conference Proceedings' Office



- Required for set up from Tuesday before start of conference
- Ideally in the same location as during the conference (is this possible in Genoa?)
- Need adequate space for up to 20 people and their equipment
- Specific demands for hardware and software
- Challenging networking requirements
- Payments to proceedings office staff (cash?)
- Additional accommodation – maybe in one ‘conference’ hotel
- Staff may want to work unusual hours – may have an impact on security levels/staff at the venue
- Refreshments to be provided
- LOC chair sets per diem rate

VIP List and Gifts

- OC and SPC chairs for previous and next: EPAC, PAC, APAC
- Keynote speakers
- List to be decided by OC chair
- LOC chair to arrange delivery to hotel rooms
- In exceptional cases hotel accommodation and cars to the airport may be arranged and paid for at LOC's discretion



Cash Payments

- For cash payments to proceedings office staff and sponsored students we required:
 - £20,770 from CCLRC
 - £39,210 from EPS
- Also about £15,000 taken at registration desk
- This was extremely difficult to arrange, as both CCLRC and EICC were very reluctant to deal with such a large amount of cash
- Cash was delivered to EICC by armoured car and stored in a safe (provided by CCLRC) to which only John Thomason and Sue Waller held the combination
- Safe in Soutra room with swipe card access
- Instructions on procedure for taking cash for registration payments provided by CCLRC
- Stored in safe and banked each day by LOC chair
- EPAC'08 may wish to explore non-cash options!



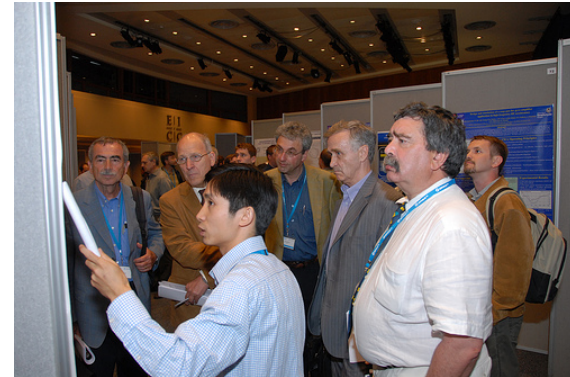
Contacts at the Conference

- EPAC LOC produced a list of contact names and numbers (credit card sized) for people involved in the organisation of the conference to keep in touch with each other
- Most CCLRC staff used their private mobile phones for this purpose
- Template and list supplied to Paolo



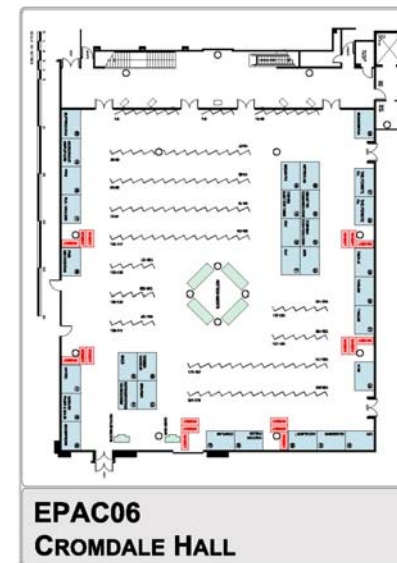
Student Poster Session

- First poster session of conference (students also displayed posters in main sessions later in the week)
- Allows students to get to know each other, and prize c) committee to view posters to make an early decision
- Very difficult for LOC to get posterboards ready in time for a Sunday evening session when first access to the hall was only on Sunday morning
- At first hoped to have food and drinks representing the individual students countries, but not allowed by EICC catering rules



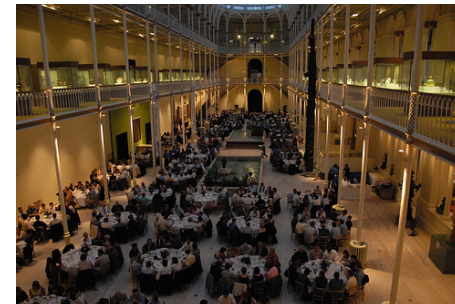
Poster Session and Industrial Layout

- Very important to ensure that lots of people see the industrial stands on all the days they are present
- EPAC'06 did this by having stands in the main entranceway, and mixed with posterboards in Cromdale Hall
- Arranged whisky tasting during first main poster session to attract more people to industrial stands – very popular!
- Posterboards in both halls spaced generously compared with EPAC'04, even with many extra boards required because of increased abstract submission
- Good layouts are essential



Receptions and Banquet

- Delegates seem keen to have an event to attend every evening. EPAC'06 had the whisky tasting on Monday for those people not attending the Chairman's Cocktail reception. Only event on Wednesday evening was the Industry Cocktail
- Probably the easiest way of spending extra money from late delegates is by increasing the number and quality of drinks and improving the décor at the reception and banquet
- Themed menus and entertainment from the host country seemed to be very popular despite LOC worries about stereotyping!



EPS Prizes



Vladimir Teplyakov



Lutz Lilje



Axel Winter

- Host institution arranges payment of prizes b) and c) from the conference budget
- For EPAC'06 this was done by bank transfer directly to the recipients' personal accounts

Attendees By Country

Country	Area	Delegates	Companions	Industrial	Booth Staff	All
South Africa		2				2
	Africa	2	0	0	0	2
India		4	1			5
Japan		102	10	2	3	117
People's Republic of China		10		1	2	13
Republic of Korea		20	1			21
Taiwan		11	3			14
Thailand		2				2
	Asia	149	15	3	5	172
Australia		2	1			3
	Australia	2	1	0	0	3
Armenia		2				2
Austria		3	1			4
Denmark		7	1	1	7	16
Finland				1	1	2
France		76	3	8	10	97
Germany		185	17	7	9	218
Great Britain		168	27	13	29	237
Greece		2	1			3
Italy		78	12	3	5	98
Poland		2				2
Romania		1				1
Russia		40				40
Slovenia			8	2	3	13
Spain		16		2		18
Sweden		18	2	2	2	24
Switzerland		104	5	2	7	118
The Netherlands		6	18	1		25
Ukraine		6	1			7
Yugoslavia		1	4			5
	Europe	715	100	42	73	930
Israel		1				1
Jordan		1	1			2
Turkey		3				3
	Middle East	5	1	0	0	6
Canada		16	3			19
United States of America		169	63	9	16	257
	North America	185	66	9	16	276
Brazil		7				7
	South America	7	0	0	0	7
Unknown		3				3
	Unknown	3	0	0	0	3
Total		1068	183	54	94	1399

1,399 attendees from
33 countries

Thanks to:
Naomi Wyles
Dan Faircloth
Matt Arena

Delegates



Category	No.	Fee	Revenue
Late	342	£370	£126,540
Early	591	£320	£189,120
EPS Members	47	£295	£13,865
Students	65	£130	£8,450
Waived Fees	23	£0	£0
Total Registrants	1068		£337,975
Accompanying Persons	183	£0	£0
Extra Reception Tickets	126	£25	£3,150
Extra Banquet Tickets	121	£45	£5,445
Total Attendees	1251		£346,570

Industrial



Category	No.	Fee	Revenue
Strathblane Booth	17	£3,172.50	£53,932.50
Cromdale Booth	32	£2,643.75	£84,600.00
Unmanned Display	5	£940.00	£4,700.00
Coffee Break	2	£352.50	£705.00
Flier In Conference Bag	16	£117.50	£1,880.00
Studentship	3	£1175.00	£3,525.00
Late Delegate	2	£370.00	£740.00
Early Delegate	3	£320.00	£960.00
Total Registrants	54		£151,042.50
Additional Booth Staff	94	£0.00	£0.00
Extra Reception Tickets	49	£25.00	£1,225.00
Extra Banquet Tickets	22	£45.00	£990.00
Total Attendees	148		£153,257.50

Accounts

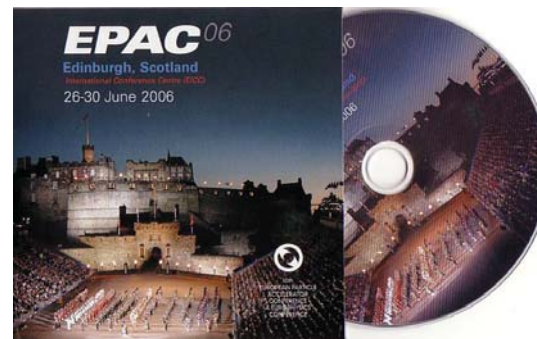
Income	
Delegates	£346,570
Industrial	£153,258
Total	£499,828
Ex-VAT Total	£425,386
Student fellowships	£39,210
Grand Total Income	£464,595
Expenses	
Spent	£390,661
PAC'05 attendance	£2,273
LOC meeting expenses	£25,755
Student grants	£39,210
Grand Total Expenses	£457,899
Total Profit	£6,696

- Full transaction by transaction details for EPAC OC auditors have been prepared, copies to Paolo

CD Production

Sales Person		Courier Name	Payment Terms		
		City Link	Credit Card		
Quantity	Description of Goods and Services	Unit Price	Net	VAT Rate	VAT
1,100	5" CD-ROM with Full Colour Litho Printing	0.770	847.00	17.50	148.23
1,100	5" Card Wallet - Printed Full Colour	0.000	0.00	17.50	0.00
943	Address labels with logo	0.170	160.31	17.50	28.05
943	Surface Mail costs, inc. bag/pack	0.950	895.85	17.50	156.77

- Artwork based on conference poster
- Cheaper than for EPAC'04
- Cost includes packaging and delivery
- No paper version of proceedings



Some Thoughts...1

- Whoever bids for the conference should be absolutely certain of the VAT status for their country, institution and prospective conference centre before bidding. Precedent from previous conferences, even in the same country, does not necessarily apply and even the “experts” can be confused by the legal jargon involved. This really could have been disastrous for EPAC’06, given the high rate of VAT in the UK (17.5%) which could easily have left us with a £50k+ shortfall.
- In an ideal world the LOC would be based much closer to the conference venue and have some real local knowledge. If there’s no alternative then this just means a much steeper learning curve (and more travelling) for the LOC members – especially the LOC chair. ECB’s contribution from this point of view was invaluable, although on the whole having provided information and contacts they left us to get on with the actual arrangements.

Some Thoughts...2

- The host lab should have a streamlined system for handling credit card payments which can be integrated into SPMS and presents a professional veneer to the registration process. This was certainly not the case for CCLRC, and although we eventually got by quite effectively life would have been considerably easier with a more up-to-date processing system and the ability to handle credit card payments at the conference venue.
- If substantial cash payments are to be made at the conference (e.g. to proceedings office staff and EPS students) the host lab's stance on these payments should be established as early as possible. CCLRC was extremely reluctant to allow me to handle this amount of cash, despite the precedent set by doing so in London in 1994.

Some Thoughts...3

- Delegates from the host lab should be pre-warned that they may be drafted in at short notice to help out with logistics, etc. at the conference.
- As LOC chair it is your responsibility to make the conference work. You really need to be involved in everything down to the smallest detail to ensure that everything runs smoothly – even expert members of the LOC will frequently ask you questions about their areas of responsibility during the conference – and expect instant (correct!) answers. No matter how much work you expected it to be, it will be much more, but it will also be more rewarding when everything turns out as planned.