

## Sparks! Follow-up initiative

We are delighted to welcome you here at CERN for your follow-up initiative, as presented in your proposal. While we will provide everything you may need for your meeting, as we are a public institution, we need to follow specific rules and limitations imposed by the Organization.

### **Registration page (INDICO)**

We will create a webpage, on INDICO, for the event as we did for Sparks (<https://indico.cern.ch/event/1204516/>) and give you administrative rights. Everyone attending the workshop will need to register on the INDICO page and fill in the form they will receive from CERN to access the facilities. They will obtain their badges at the CERN reception during working hours. You can also use this page to invite the participants, set-up the agenda, and submit materials.

### **Dates and Venue**

We look forward to providing you with a venue, IdeaSquare, for the duration of your meeting. We have booked the space for you from 22-24, Wed – Fri. Please note that a small group of Basque students will use the space at the same time as your group, and on Friday, they will be doing their presentations in the open space. Following the spirit of i2, we would like your group to listen in for at least part of the presentations (1-2 hours max) on Friday if possible. If these dates don't work, please let us know as soon as possible, as spaces book up fast.

### **Accommodations**

We would encourage you to stay at the CERN hotel during your stay so you have an authentic experience of the campus. The rooms are simple, but it will be the easiest and most comfortable option. Participants can indicate their date of arrival and departure on the INDICO page, and we will make the reservations for you. Please note that we can only reimburse accommodation for the period of your meeting, with participants arriving one day prior and leaving the day after the meeting. Those who want to arrive earlier and leave later may need to pay for the extra days themselves. Also note that the CERN hotel books up very fast, so the earlier your needs are registered, the better. The total of these services combined shall not exceed CHF3'250, as originally proposed in the table below.

### **Traveling**

We are happy to reimburse your travel expenses (plane or train) up to a certain amount imposed by CERN, against receipt. This limit corresponds to the average price of an economy flight from your location of departure to Geneva, Switzerland and back, on the dates of your stay at CERN. Please get in touch with our coordinators, Lila and Zoe, when you book the ticket, so they can provide you with the exact maximum amount of reimbursement. Please note that we need the scanned copies of tickets and original receipts to be sent to us after the event and within six months following the return date. **We are unable to reimburse you without the receipts.** The total of these services combined shall not be higher than CHF10'200, as initially proposed in the table below.

### **Catering**

We will provide meal tickets for breakfast, lunch, and dinner at the main CERN restaurant. If you would like to arrange a group meal outside CERN, one of our coordinators will need to book a restaurant from the CERN database ( these include the “Smash” restaurant across the road from CERN, or Perle du Lac in Geneva). Note that the total amount cannot exceed CHF1’200 for the group. The total of these services combined shall not be higher than CHF2’100, as initially proposed in the table below.

### **On-site and communications support**

We are happy to provide you with contacts for meeting facilitation, graphic facilitation, design, or other writing and communication support from suppliers already registered in the CERN procurement system. If you wish to use a different provider, please ensure the supplier can register themselves at <https://procurement.cern.ch/asp/Home> . We will need an offer before the service starts and an invoice after completion; CERN only pays invoices after completion, but services can be staggered through deliverable phases. Invoices shall not be higher than CHF5’000 each. The total of these services combined shall not exceed CHF6’280, as initially proposed in the table below.

<b>Items</b>	<b>Amount in CHF</b>
Venue and Audio-visuals	0
Catering	2’100 CHF
Travelling	10’200 CHF
Accommodation	3’250 CHF
On-site support	4’500 CHF
Communications & Event Support	1’780 CHF
Contingency	1’000 CHF
<b>Total</b>	<b>22’800 CHF</b>