

QTML logistics



Preparation of badges – Friday 17

Put printed badges into plastic holders, with the correct number of restaurant vouchers + conference dinner voucher (depending if the delegate signed up or not)

Prepare conference badges (tissue bag + umbrella)

Needed: two or three persons (or even four...) as of 15.30 in openspace

Setting up of Registration desk/poster boards -Saturday 18 Nov

- Transport all conference material to Main building
- Put poster boards in place
- Number poster boards
- Put up signposting from entrance B – Main Auditorium
- Signposting in Mainbuilding

Needed 2-3 persons for max 2 hours as of 13h, meeting in building 513 for transport of material

Registration Sunday 19 and Monday 20

- **Sunday – manning of registration desk as of 9.30**
 - Handing out conference badges/bags
 - Note which delegate that has received their package
- **Monday – manning of registration desk as of 7.45**
 - Handing out conference badges/bags
 - Note which delegate that has received their package

Needed: two persons on both days

Visit of SG and welcome drink - Monday 20

- Privatised SG as of 17h + drink starting from 18.30-19.00
- Delegates will walk from the Main Auditorium, out through entrance B, towards SG
 - **Needed one or two persons to "lead" the walk**
- Entrance at SG – only QTML delegates (i.e. Only people with conference badge)
 - **Needed eight persons taking turns during the evening, a person has to be at the door at all times (I suggest pairs of two persons)**

Social Dinner Wednesday 22

- Dinner taking place in R2
- Sessions end at 18.30 – delegates to walk up to R2
- Welcome "Vin chaud"
- Aperitif
- Fondue/vegan vegetable cassoulet with Tofu
- Music band
- Buses leaving at 22.30-23h
- Needed:
 - Help with guiding delegates up to R2
 - Help with putting up signposts during the day

General logisitcs during the week

- Floor managers –Change slides on indico in main auditorum, give microphone to speaker, show speakers where to sit
 - PC or I should chase speakers who have not uploaded slides
 - **Needed: one floor manager per half day**
- Monday coffee break – usher people outside of mainbuilding for **group photo -all**
- On the Monday lunch – help in ushering people towards R1 – **all**
- **Friday – help to clean up main auditorium**
- Lots of logistics info on Indico website
- [Quantum Techniques in Machine Learning \(QTML conference 2023\) \(19-24 November 2023\): Instructions for Posters · Indico \(cern.ch\)](#)