



CHEP 2004

Status Report

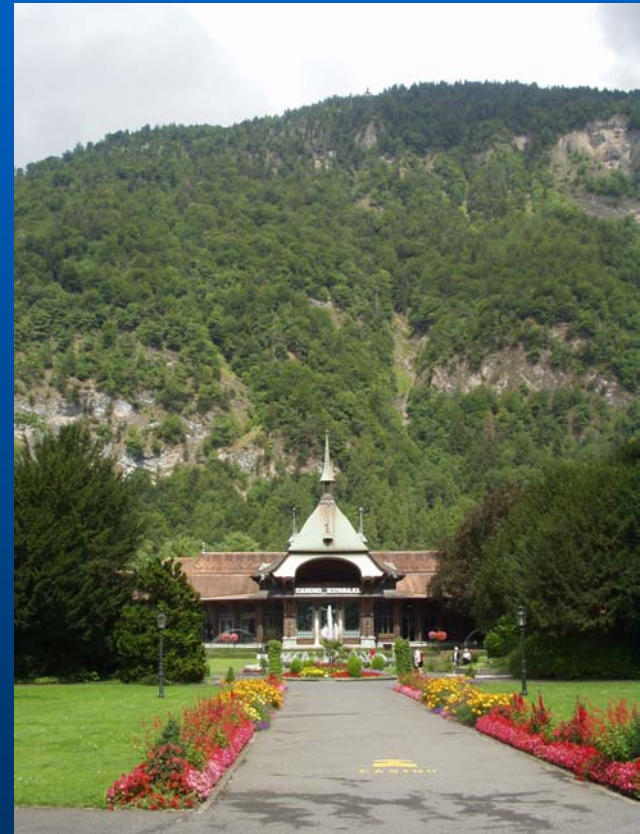
2nd April 2004



CHEP characteristics



- Interlaken Casino and Kursaal





CHEP characteristics



- Interlaken Casino and Kursaal
- Sept 27 to Oct 1, 2004; note that Sep 29th is exactly CERN's 50th Birthday
- Target at least 400 attendees
- Up to 5 parallel streams
- Professional assistance by Interlaken Tourism PCO
- Conference Chair – Wolfgang von Rüden
- Local Organisator Committee Convener – Alan Silverman
- Programme Committee Convenor – John Harvey





Conference Facilities



Room	Usage	Seats in Seminar style	Seats in Theatre style
Kongress-Saal	AM -Main plenary PM – Parallel session	600	1000
Theatersaal	PM – Parallel session	400	440
Rondell	Coffee		
Ballsaal	PM – Parallel session	300	450
Brünig 1-3	PM – Parallel session	100	180
Harder 1&2	PM – Parallel session	70	95
Club Casino	Terminal Room (40 desktops + 40 RJ45 sockets)		
Konzerthalle (1200 sq.m.)	Lunches, receptions, industrial exhibition, posters, coffee		

All rooms and open spaces covered by 6 hubs for wireless connections, will be increased for the conference.



Infrastructure, Exhibition, Tourism



- All plenaries will be captured on video and made available from the CERN web server the following day (and on the Proceedings DVD). No live web cast. No other sessions will be recorded
- Video-conference facilities will NOT be available except in an emergency for a plenary talk for a speaker who cannot attend at the last minute
- There will be an Industrial Exhibition, organised by Chris Parkman, in the Konzerthalle. Some 40 firms have been invited.
- We are seeking funds from EU, UNESCO, etc to sponsor some third-world delegates; no success yet



Tourism



- Hotel prices also attractive for double rooms
- Tuesday afternoon will be devoted to excursions, from a choice of 4. All outdoors so risk of cancellation in case of very bad weather (and optional re-schedule to the Friday afternoon). Exhibition and terminal room will remain open
- Full Partner Programme including 2 full days excursions on Monday and another 2 on Thursday
- Partners can also participate in Welcome reception (free), Tuesday excursions (at cost), and mid-week banquet (partially subsidised)



Timetable



- December 2003 – First Bulletin, general information
- Early March 2004 – Second Bulletin – conference registration, hotel booking, call for contributions
- End April – deadline for submissions of offers
- End of May – selection of talks
- May/June – inform speakers, poster authors
- June/July – select session chairs
- June 25th – end of early registration (and end of guaranteed special hotel prices)



Conference Programme



- [Material from John Harvey]
- A new IAC was constituted and asked for input for session topics, including plenary topics and speakers
- From this, seven themes have been drawn up
 - online
 - event processing apps
 - s/w components
 - s/w tools
 - distributed data proc
 - grid and computer facilities
 - networking
- Maximum of 5 parallel sessions at any moment



Conference Programme 2



- Programme Committee formed
- Currently following up on possible keynote and plenary speakers (late suggestions are welcome, to John Harvey and Wolfgang)
- Call for Contribution issued later than we hoped so may need to extend the deadline for submission
- Cannot extend end of early registration (25 June) and since many people will only register when their paper is accepted, or they see the full programme, we need to publish the full programme by 1 June. Which means paper selection during May.



Budget



- Registration fee is set for 525 (590 late) CHF per person, including 3 lunches, welcome reception, mid-week banquet
- Depends heavily on openlab sponsorship
- Largest budget item is external networking - costs more than the Centre! Needs to be sponsored and/or subsidised
- How well have we estimated (guessed) the breakeven attendance figure (400)?
- What have we forgotten? (there is a small contingency fund)
- Hotels – a *really* good deal; but need to book by 25th June to benefit



Example of Budget



Audio visual rental costs	30.- per delegate
Panels for poster displays	4. (lease)
Wireless network infrastructure	5.- (setup)
Welcome cocktail	40.-
Banquet	120.-
Banquet entertainment	8.-
Proceedings DVD	10.-
On-site students to help	40.-
etc	



Major Issues for CHEP



- Very significant cost of external networking (we have a workaround but it may be expensive, for CERN, not the conference)
- Breakeven numbers (conference should break even)
- First use of InDiCo for gathering conference material (good collaboration with the CERN support team)
- About to publish a students programme: we fund them from Geneva or Zurich and in return they help setup, operation and tear-down; should still have 50% time free to participate in the conference
- As time goes on, many things will come up
- Feel confident as we have a good team to help



And some minor ones



- Small budget for invited speakers, including possible free Swiss Airlines tickets
- CERN DG will be present at “birthday” Banquet on 29th Sep
- About to print posters, will be sent to librarians of all worldwide HEP sites; all IAC, LOC and PC committee members and senior people in major HEP labs
- Getting Bulletins out on schedule (next one due mid-late April)
- Don't forget that the PC is responsible for the content of the Proceedings; 1st Oct is not the end of the matter
- And so on