



EGEE II First Conference meeting 11 Nov 09:30

Present:

Alan Silverman

Bob Jones

Owen Appleton

Hannelore Hemmerle

Kristina Gunne

Anna Cook

Alex Lossent

Wayne Salter

Fatima Najeh

Vladimir Bahyl

Apologies: Alasdair Ross

Minutes: Kristina and Alan

Agenda:

1. *Introduction - who we are*
2. *Outline of the conf structure (plenaries, number of parallel sessions, other events) - Bob*
3. *Experience with the Geneva Conf Centre for recent ICALEPS conf - Wayne*
4. *Budget constraints - Bob (limits set by EGEE) and Wayne (cost of ICALEPS)*
5. *Choice of PCO - Alan and Fatima*
6. *Do we need an exhibition and do we need help with an exhibition?*
7. *Do we need/want sponsors? Target sum?*
8. *Visit to site - during a conf or during a quiet week?*
9. *Web site and advertising – Hannalore*

1. Introduction - who we are

The members of the local organising committee presented themselves and their previous experiences in organising conferences.

IT/UDS will give us help with programme (Indico) and video conference support as required.

2. Outline of the conf structure (plenaries, number of parallel sessions, other events) - Bob

Short presentation of the last EGEE conference in Pisa:

Day >	Monday 24 October	Tuesday 25 October	Wednesday 26 October	Thursday 27 October	Friday 28 October	
	Detailed Programme	Detailed Programme	Detailed Programme	Detailed Programme	Detailed Programme	
AM	Opening Plenary*	External Projects Technical Discussion GAP Issues	Parallel Sessions	Demos	Parallel Sessions	Summaries of Parallel Sessions*
	LUNCH	LUNCH	LUNCH	LUNCH	CLOSE	
PM	Project Plenary*	Industry Plenary Parallel Sessions	Parallel Sessions	Demos	Parallel Sessions	
Evening	Welcome Party	Banquet	Activity Meetings	Activity Meeting		

- First day: Plenary: DG + dignitaries, invited speakers (DG has already reserved Sept 25)
- Second day: Invited speakers and parallel sessions
- Parallel sessions:
9 activities, sessions decided by PEB. Possible evening sessions
Action Fatima: Check on CIGG Opening Hours, see if there are extra fees if you use the center outside of normal working hours.
- Demos
- Other meetings: Management Board meetings, Administrative meetings
- Last day: Summaries of Parallel sessions
- Social Events: Banquet (Tuesday), Welcome drink (Monday or Sunday)

Speakers are invited by PO (with PMB approval)

NB: Industry involvement is getting bigger and might need some more attention this time.

3. Experience with the Geneva Conf Centre for recent ICALEPS conf - Wayne

CIGG very nice, with loads of place. No problems to find rooms for breakout sessions and informal meetings.

Only some minor problems since the centre has just opened, but nothing serious. Technical guy was very good.

Action Wayne: Send the name of the technical help!

All problems could be fixed very quickly on site.

Wireless network working perfectly in the whole building.

Lunches not a success: Lunch ordered by day and provided by caterers in house. Plat du jour plus drink and very long queues for a conference of 350 people. Check if multiple serving points for lunch (15 CHF budget for the lunches)

Action Kristina: Check whether it is possible to get coffee the whole day?

Offices: Phone connections can be fixed.
Plugs: Swiss plugs!!
Transport: Buses. TPG transport can be included in price.
Parking places: No problems

4. Budget constraints

Action Alan: Distribute CHEP 04 budget
Action Kristina: Send copy of letter from DG to conference centre + Answer to Alan.
Action Fatima: Get price list from Conference Centre
Action Kristina: Get budget for Pisa Conference

5. Choice of a PCO

A PCO would help us handle registration, hotel reservations and thus handle all money.

Action Kristina: Check what Geneva Convention Centre can offer in terms of PCO:s
Action Alan: Form a small sub-committee to draft the text for a price inquiry.
Action Owen: Breakdown of hotel rooms in Pisa by star.
Action Owen: Breakdown attendance by country
Action Alan and Kristina: Talk to Tourist office about hotel breakdown.

6. Exhibition

Only Sponsor's exhibition (About 10 in Pisa)
CICG or the PCO can help to organise, but probably we can organise this ourselves.
No specific actions at this point.

7. Sponsorship

Action Alan and Bob: Decide on a target sum for Sponsorships.
Action Alan: Ask Wolfgang how much we should get from sponsors and the risk that CERN can take.
Action all: Think of material that we will have to use during conference and see which of this material that could be provided by a sponsor. Also events (Conf dinner and welcome drink).
Action Alan and Bob: Start to find sponsors, update sponsors package.
Action Alan and Kristina: Set up team code together with Mme Hauserman. Kristina: Fix meeting before the end of next week.

8. Visit of the center

Action Kristina: Organize a visit of the conference center with the local organisers and Wolfgang von Rueden.

9. Website and advertising

Action Hannelore, Owen and Marie-Laure; Set up a draft conference page (To be stored under the technical pages)
Action Kristina: Make sure that the dates get known (put the dates in the EGEE calendar, without mentioning Geneva)

Next meeting: 2 December 9.30 – 11.30