

8th PAC07 LOC meeting

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TA-53-365 LEDA Conference Room

13 July 2006

14:30-15:30

Attendees: Shirley Atencio, Alberto Canabal, Michael Carter, John Eddleman, Bob Garnett,
Sherry Hardage, William Roybal, Rich Sheffield, Tamson Smith, Lorraine Stanford

Discussion Topics

- Exhibitor/poster area (Lorraine)
- Budget details (Shirley)
- Reports from EPAC06 attendees
- Report from a conference being held at the ABQ convention center now (Alberto)
- Decisions on when to send out oral talk invitations and deadline for the abstracts

Exhibitor/poster area (Lorraine)

- There was a lot of inquiries from vendors at EPAC06. It seems many vendors are interested in attending the PAC07. It was felt that as soon as we open the vendor registration web page and announce it, there will be quite a few vendors that will register immediately to get a good spot.
- We need to finalize the area layout ASAP.
- Bob Garnett showed a layout that was created by the company. Let's try to finalize it by the end of July 2006. William Roybal will work on this. William, consider the smooth flow of visitors to the poster sessions, and the grouping of similar subject posters.
- Alberto will work on the web page with SPMS experts. Alberto, check on the EPAC06 vendor registration web page.
- Tsuyoshi will get the vendor data base that John Thomason made and John and Tamson will compare it with the list that they have used for sending out the first announcement.
- While we have 76 vendor booths, but we might be able to increase the number if there are more vendors interested.

Budget details (Shirley)

- The normal registration fee has been decided to be \$425 per attendee.
- Shirley will send a detailed spread sheet to Tsuyoshi.

Reports from EPAC06 attendees

- Tsuyoshi's report
 - We discussed 3 proposals written in his report
 1. The staff member wearing a T-shirt seems a little too casual. Polo-shirts might be better. Or some sign attached on the individual clothes??. We will continue discussing this.
 2. We will prepare a sticker or something like that for poster presenters to attach on his/her chest with the poster number printed on it.
 3. We will probably use both radios and cell phones for close communications. We will also think about renting some cell phones if necessary.
- Other
 - There was an umbrella in the EPAC06 bag. Why don't we include something useful while being in New Mexico, e.g., a small bottle of water, sun screen??
 - The Albuquerque brochure that was given out at EPAC was very popular. We should add a similar guide brochure or a link to it in our web page.

Report from a conference being held at the ABQ convention center now (Alberto)

- See the separate slides.

Decisions on when to send out oral talk invitations and deadline for the abstracts

Recommendation to Stan:

Invited oral speakers: Invitation to be sent out by the end of July 2006

Abstract deadline: 13 December 2006
(Wednesday)