ACAT 2017 Status Update

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By the Numbers

- Registered in indico: 149 as of midnight 7/28
- Paid (as of 7/25):
  - 105 have registered
  - 25 Students
  - 71 banquet purchases (break-even for banquet: 80)
- Number of people listed as "Speaker" in indico: 186
  - This is poster, plenary, and parallel, with duplicates removed
  - But some contributions have multiple speakers – need to clean that up
- Contributions: we have 208
  - Posters: 83
  - Parallel: 90
  - Plenary: 29
  - No idea why they don't sum! ☺ But they are close!

How are the finances?

- Probably OK to first order…
  - Was originally planned to be profitable at 80 people
  - Had to support one person's travel+lodging out of the base which pushed profitability to about 90 or 92. We are at 103 people as of earlier this week.
- Donations
  - $5000 from a DOE laboratory (we have been asked not to explicitly mention it, though we are, obviously, very grateful), $2000 from UW. Sponsorship requests were sent, but only recently.
  - Have had to support a few extra free registrations (trying for one more)
  - Have to support the student registrations
  - Have to support the >$5000 we've parted out for people to help with travel
- But… A few extras have come along
  - Monday lunch is now catered (eclipse/end-of-the-world)
  - Monday Reception is a but more than we were expecting
  - Poster session is looking to be as big as I was afraid – so I will have to spend some money on easels or similar.

The Round Tables

- I'd like to be a bit more up to date on how these are going to work.
  - There are some grand organizational issues:
    - # of people on each panel (e.g. how many chairs in the main room)
    - I can't really mic everyone, so some passing around will be required, especially if questions are to come from the audience
  - How do we collect questions from participants ahead of time
    - If this is the plan
    - Would be nice to use the same scheme for all panels
- What about round tables in the parallel sessions?

Big things I know are missing

- Dinner for IAC
  - How many people are going to be here in Seattle?
  - Which night? Tuesday, Weds, or Friday are only options, I think
- Tours
  - This may be a do-it-yourself thing.
- Tuesday night science café
- Paying for lunches on Tues and Thursday, and possibly other days
  - This is strictly finance dependent
- Send out a menu mailing
  - Everything is buffet, so just need to make sure all necessary options are available.
- How to manage upload of talks into indico?
- Lots of small things left to do (logistics)

ToDo List

Action	Begin date	Dead-Line Date	Status	Remarks	Checked by
Mailing list	15 Nov 2016	15 Dec 2016	Done	Original list provided to GW	FC,GW
Academic/Agency Support	15 Nov 2016	1 Jul 2017	Done	NSF/DOE - some via lab, less than hoping due to budget turmoil in USA	GW
DOE Conference Certification	1 Jan 2017	31 Jan 2017	Done	Required for lab employees to attend	GW
Workshop Web Site	15 Nov 2016	15 Nov 2016	Done	Same as Indico Site	GW
Workshop Indico Site	15 Nov 2016	25 Aug 2017	Done	https://indico.cern.ch/event/567550	GW
Workshop Poster	15 Nov 2016	1 Feb 2017	Done	design and pdf file, can be incomplete, IAC and LOC members, the printing will be done later	GW
Announcement to Conference servers	15 Dec 2016	31 Jan 2017	Done		FC,GW
Hotel/Lodging list	1 Jan 2017	31 Jan 2017	Done	to be available on the website	GW
LOC formation	15 Nov 2016	15 Nov 2016	Done	see LOC composition	GW
Track Coordinators Selection	15 Nov 2016	15 Dec 2016	Done	This google doc	FC
Selecting important Dates	15 Nov 2016	15 Dec 2016	Done		FC GW
-o--- Contributions Submission	31 Jan 2016	15 Apr 2017	Done		FC
-o--- Contribution acceptance	15 Apr 2017	15 May 2017	Done	by the track coordinators	FC
-o--- Participant Registration	15 May 2017	31 Jul 2017	Done	Begin date: early registration. late and On-site registration will be available	GW
-o--- Hotel Reservation	15 May 2017	15 Aug 2017	Done		GW
Rules for sponsorship	15 Nov 2016	21 Nov 2016	Done	done if you use the same as here	GW,DPG

ToDo List

Rules for sponsorship	15 Nov 2016	21 Nov 2016	Done	done if you use the same as here	GW,DPG
Call for Sponsoring	15 Jan 2017	15 Aug 2017	In-Progr.	Messages sent, fingers crossed, tooth fairy beseeched	GW
Setting up the Visa Procedure	15 Nov 2016	15 Dec 2016	Done		GW
1st bulletin	01 Dec 2016	15 Dec 2016	Done	General info (done) + Important dates, website ready for accepting abstracts	GW
Track Topics, Plenary Proposal and Speakers Search	15 Nov 2016	01 Mar 2017	Done	Track topics update, Plenary, talks,roundtables and tutorials proposals	FC,GW,DPG
Plenary Speakers Selection	01 Mar 2017	08 Mar 2017	Done		FC,GW,DPG
Tutorial, Training organization	15 Nov 2016	08 Mar 2017	Dropped		GW
Preliminary Scientific program	15 Nov 2016	08 Mar 2017	Done	Slot allocation	FC,GW,DPG
Public session, speaker(s)	15 Nov 2016	08 Mar 2017	Dropped		GW
IAC Members Update	15 Nov 2016	01 Mar 2017	Done		DPG
Fees estimation	15 Nov 2016	08 Mar 2017	Done		GW
Workshop Poster printing and Mailing	01 Mar 2017	15 Mar 2017	Done	printing and mailing	GW
2nd bulletin	01 Mar 2017	08 Mar 2017	Done	Tentative Scientific/Social program, list of invited Speakers, fees, venue and logding details	GW
Agreement with Proceedings Publisher	01 Mar 2017	15 Apr 2017	In Progress	We have repeated the outline with IOP from Chile, contact made, contract needs to be updated with proper contact info	GW
Decision on the Papers submission deadline	15 May 2017	20 Jul 2017	Done	Posted on presenters info page	FC,GW
Selection of the Session conveners	15 May 2017	01 Jun 2017	In-Progr.		FC,GW

ToDo List

Social foods	08 Mar 2017	01 Jun 2017	In Progress	Breaks, Welcome Reception, Banquet, figuring out last details (commit date: Aug 14)	GW
Social events	08 Mar 2017	01 Jun 2017	Done	Entertainment for the participants and accompanying people	GW
3rd bulletin	01 Jun 2017	08 Jun 2017	Done	Scientific and Social Final Program	FC,GW,DPG
Decision on the IAC meeting and Dinner	01 Aug 2017	15 Aug 2017	In Progress	fix date and locations,	GW
IAC meeting tentative agenda	15 Aug 2017	21 Aug 2017	Done	agenda to be tuned during the workshop	GW,FC,DPG
ACAT Workshop	21 Aug 2017	25 Aug 2017			GW,FC,DPG
Proceedings	01 Mar 2017	28 Feb 2018			GW, (FC,DPG)
-o--- Selection of Paper reviewers	25 Aug 2017	08 Sep 2017	Unknown	done by the track coordinators	FC,GW
-o--- Paper Submissions	25 Aug 2017	31 Oct 2017	Unknown		FC,GW
-o--- Evaluation, corrections	08 Sep 2017	15 Dec 2017	Unknown		FC,GW
-o--- Presentation to the publisher	01 Jan 2018	01 Feb 2018	Unknown		GW
-o--- Publication	15 Feb 2018	01 Mar 2018	Unknown		GW