



ICHEP2020 PRAGUE STATUS REPORT

Zdeněk Doležal (on behalf of the LOC)

Charles University Prague,

Toronto 7 Aug 2019



BRIEF STATUS

- LOC continues to meet
- LOC working groups started meetings
- Conference venue (Prague Congress Centre) inspected, selected and booked
- Logo, graphics, web page under preparation
- Auspices from Czech institutions being secured
- IAC proposal submitted to C11
- PR and outreach strategy in preparation
- Detailed budget preparation



LOCAL ORGANISATION

- LOC continued working (mailing list, Sharepoint workspace, meetings). Meetings each 2 months scheduled
- 8 WGs focused on individual aspects created and started to work (meeting dynamically, at least monthly). Each convened by 2 LOC members)
- WG conveners meet monthly
- Conference agency C-IN closely involved
- Task tracking

ICHEP2020 TASK LIST						
TASKS	START DATE	DUE DATE	Assigned to	% COMPLETE	Name	NOTES
Registrace	01/02/2020	15/07/2020	CIN			
IUPAP žádost sponzoring	14/05/2019	30/05/2019	FIN	100%	Z.Doležal	
Sestavení detailního položkového rozpočtu	14/05/2019	31/07/2019	FIN	25%		
Stanovení vložného	14/05/2019	31/07/2019	FIN	50%		



WG:SITE VENUE ARRANGEMENT

- LOC + WG inspected the venue (Prague Congress Centre) and found it fully compatible with our needs
 - Up to 11 sessions running in parallel possible
 - Congress Hall for plenary scalable (1370/1775/2500)
 - Suitable poster, refreshment, exhibition areas
 - Inner areas face-lifted (Wifi, audio/video, signposting, ceilings, toilets)
- Preliminary contract signed
- Discussing detailed arrangement of sessions



WG:PGM SCIENTIFIC PROGRAM

- Discussing detailed arrangement of sessions (together with WG SITE)
- IAC composition:
 - proposal submitted to C11
 - August: After IAC approval start inviting members
 - September: IAC membership completion
 - October: first IAC meeting and starting session convener nominations
 - December: session convener completion
- December 15: abstract submission opening
- February 15 2020: abstract submission deadline (+2 weeks)



WG:VIP

VIP, AUSPICES (CZ, WORLD)

- Preparing material for inviting VIPs
- Identifying potential VIPs to be
 - invited to open ICHEP
 - notified
 - asked for auspices/sponsoring
- Ideas (top politicians):
 - Czechia: Minister of Education, Vice PM/Minister of Industry and Trade
 - EU: Commissioner for Research, Science and Innovation



WG:ITAV

IT, AUDIO-VIDEO

- LOC communication tools set up (CERN Sharepoint, mailing lists)
- Inspecting audiovisual equipment at venue
- Wifi availability, quality
- Webcasting (plenary sessions) - discussing with CERN and local IT providers
- Mobile App (C-IN uses one, Conference4Me, ...)
- Setting up WWW, social media
- Setting up indico, planning assistance to session conveners



WG:SPONS SPONSORSHIP

- Potential sponsor list
 - Commercial
 - Institutions
- Sponsorship packages definition
- Contacting sponsors
- Exhibition arrangement
- Invitation to sponsor preparation

**INVITATION
FOR SPONSORS & EXHIBITORS**



WG:SOCIAL SOCIAL PROGRAM

- Welcome reception
- Banquet
 - Out of conference fee (budget)
 - Venue visited and checked for suitability
 - Menu will be checked, cultural program chosen
- Other events under preparation





WG:PR OUTREACH, PUBLIC RELATIONS

- Documents preparation:
 - Visual style under preparation
 - Summary Book for partners, sponsors
 - WWW, social media
 - Poster
 - Daily summaries/appetisers



WG:PR (2)

OUTREACH, PUBLIC RELATIONS

- Publicity
 - Media partnership
 - Cooperation with PR offices of participating institutions and CERN
 - Hiring professional journalist to cover the conference
- Outreach
 - Exhibition before the conference (during school year)
 - Considering high-school teacher event during the conference
 - Public lecture speaker
 - Social media coverage
 - Collaboration with LHC Experiment outreach initiative (C.A. Bourdarios)



WG:FIN

RESOURCES, BUDGET

- Preparing detailed budget breakdown (see spares)
- Support grants
- Choosing fee (weighted average 506 €)
- Nominal balance (k€):
 - Income: $450 + ?50$
 - Expenses: ~ 350

Early fee [€]		Late fee [€]	
Full	Student	Full	Student
530	350	630	450

Zero-sum game:
Sponsorship allows to waive fees



FURTHER STEPS (2020) (AGENDA ORIENTED)

January	Session convener set completion (IAC) Plenary speaker candidates (IAC) Public talk speakers
February	Abstract submission deadline Plenary speaker invitation
March	Abstract selection Abstract acceptance announcement
April	Agenda completion

THANK YOU FOR YOUR
ATTENTION!

Rupert Leitner and Z.D. (ICHEP2020 chairs)

SPARES



IAC PROPOSAL

- Statistics
- Total: 46
- $F=10 \Rightarrow F/(F+M) = 22.2\%$
- Isr: 1, Ita: 4, Can: 1, Aus: 2, Fra: 3, Bra: 1, NL : 1, Ind: 1, Cze: 2, Spa: 1, Swi: 3, USA: 9, Jap: 4, Ger: 3, Kor: 1, Rus: 2, Afr: 1, UK: 3, Vie: 1, Chi: 1
- Eur: 20, Rus: 2, Asia: 9, N-Am: 10, Aus: 2, Afr: 1, LatAm:1



ORGANISERS

All Czech HEP Institutions

- Charles University Prague (CU)
- Czech Technical University Prague (CTU)
- Institute of Physics of the Czech Academy of Sciences (IoP)
- Nuclear Physics Institute of the Czech Academy of Sciences (NPI)
- Technical University of Liberec (TUL)
- University of West Bohemia Pilsen (UWB)
- Palacký University Olomouc (UPOL)

Sponsors/supporters:

- Committee for Collaboration of the CR with CERN
- Deputy Prime Minister for Science, Research and Innovation
- Minister of Education, Youth and Sports
- City of Prague

Conference agency:

- C-IN



LOCAL ORGANISING COMMITTEE

Dagmar Adamová (NPI)

Kamil Augsten (CTU)

Jaroslav Bielčík (CTU)

Jana Bielčíková (NPI)

Martina Boháčová (IoP)

Jiří Chudoba (IoP)

Jiří Chýla (IoP)

Tomáš Davídek (CU)

Jiří Dolejší (CU)

**Zdeněk Doležal (CU) -
chair**

Jana Faltová (CU)

Vjačeslav Georgiev (UWB)

Jiří Hořejší (CU)

Karol Kampf (CU)

Filip Křížek (NPI)

Alexander Kupčo (IoP)

Jiří Kvita (UPOL)

**Rupert Leitner (CU) -
chair**

Michal Malinský (CU)

Michal Marčišovský
(CTU, IoP)

Marcela Mikeščíková (IoP)

Vojtěch Petráček (CTU)

Jan Řídký (IoP)

Martin Schnabl (IoP)

Karel Smolek (CTU)

Martin Spousta (CU)

Miroslav Šulc (TUL)

Michal Šumbera (NPI)

Marek Taševský (IoP)

Petr Trávníček (IoP)

Luboš Veverka (CU)

Václav Vrba (CTU)

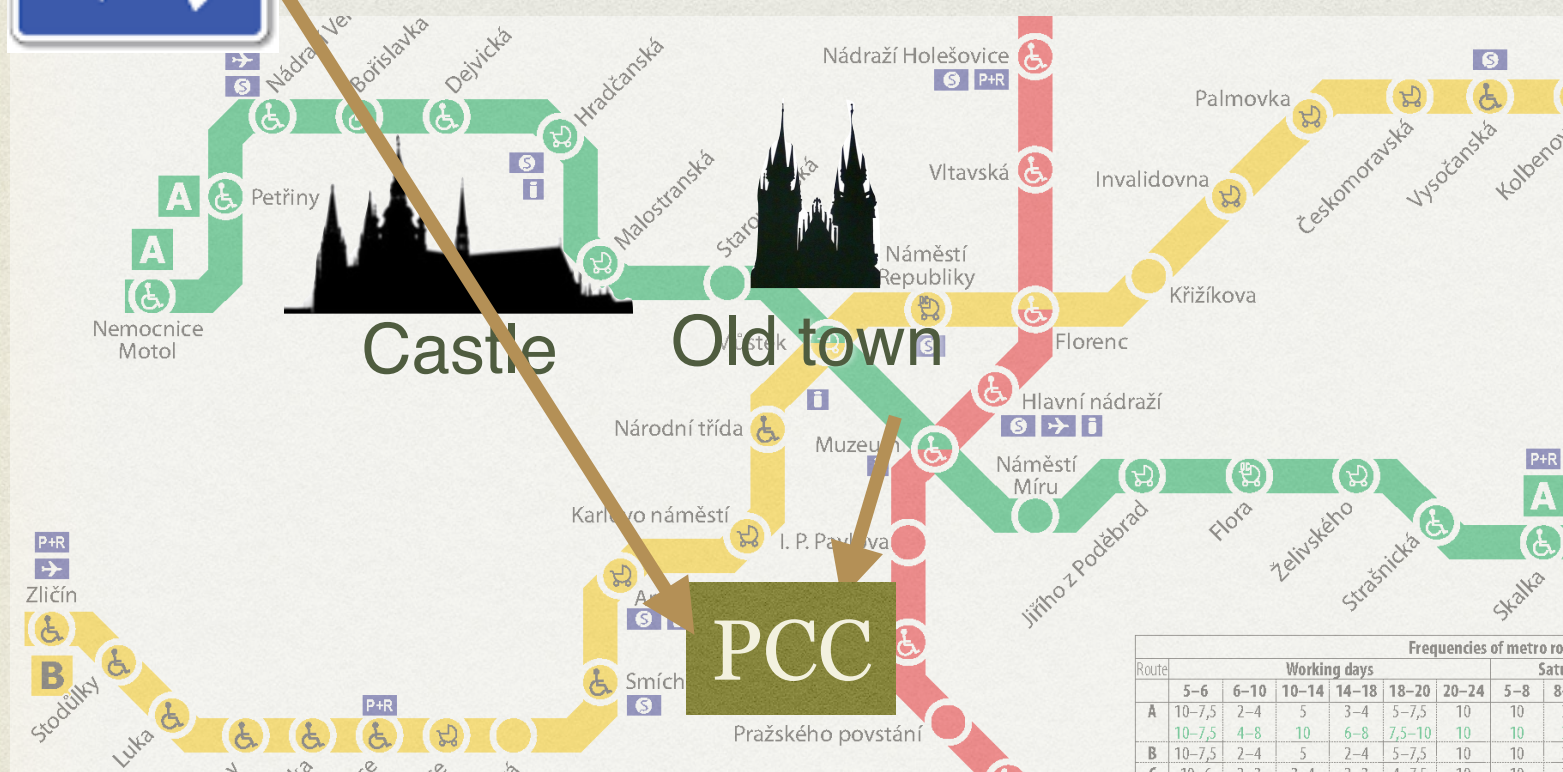
Jaroslav Zálešák (IoP)



ICHEP2020 IN PRAGUE



60 min public transport, 45 min taxi



5 min metro (2 stops) from the centre
(free public transport for participants)

Venue

- **PCC: Prague Congress Centre**

Accommodation

- Holiday Inn: 125 Eur/night
- Corinthia: 140 Eur/night
- Hotels nearby: <100 Eur/night
- Downtown: 130 Eur/night



PRAGUE CONGRESS CENTRE



CHARACTERISTICS

- One of the largest and best-equipped European congress centres
- Number of conference rooms: 70
- Total capacity: 9 300 participants
- 2 metro stops from the city centre

REFERENCES

- CHEP (2009)
- IMF and the World Bank Group (2000)
- NATO Prague Summit (2002)
- ECNDT (2014)



PRAGUE CONGRESS CENTRE



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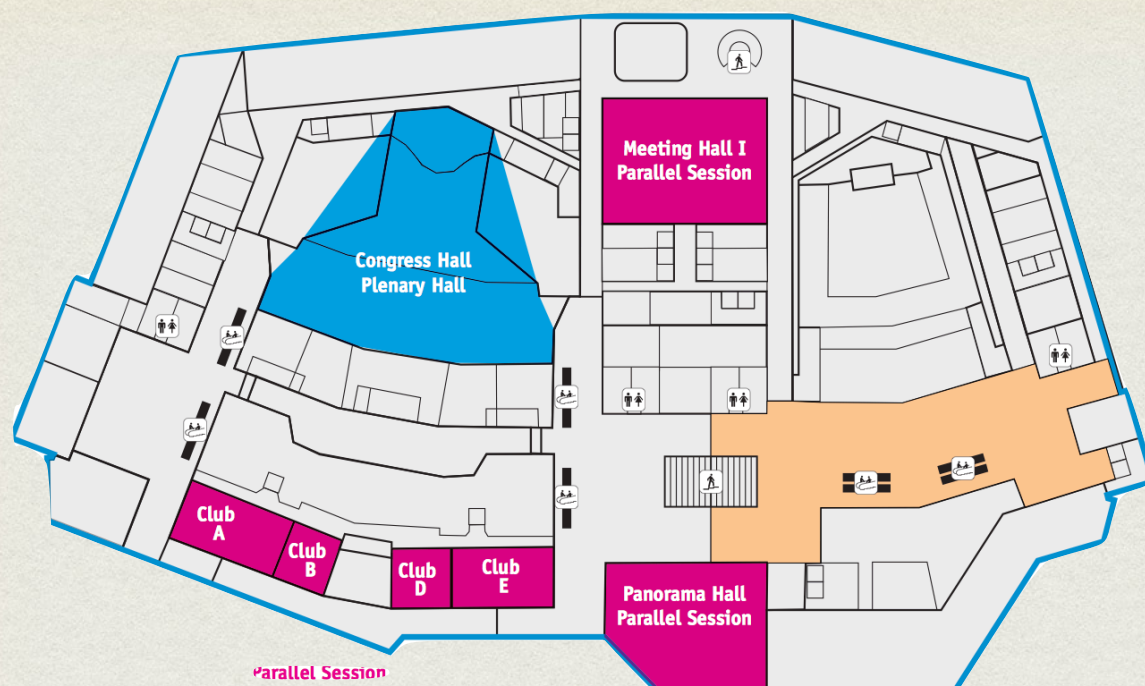
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PRAGUE CONGRESS CENTRE





PCC MEETING ROOMS

Name	Capacity Theatre (*)
Congress Hall	2764
Congress Hall - parterre	1775
Congress Hall - Reduced	1370
Forum Hall	1034
Forum Hall - parterre	648
Meeting Hall I	430
Meeting Hall IV	220
Meeting Hall V	220
North Hall	220
Terrace	160
Club A	170
Club E	170

(*) School arrangement mostly available: results in 35% seat reduction 23



PCC MEETING ROOMS DETAILS

Premises	Floor	Theatre	Council	School	Area sq. m	Width m	Length m	Height m
Kongresový sál Congress Hall	1 - 4	2764			4214,0	54,0	50,0	2,6 - 19,5
Kongresový sál - parter Congress Hall - parter	1 - 2	1775			2688,0	54,0	50,0	2,6 - 19,5
Kongresový sál - zmenšený parter Congress Hall - reduced parter	1 - 2	1370			2088,0	54,0	50,0	2,6 - 19,5
Společenský sál Forum Hall	2 - 4	1034	734		1873,4	35,0	47,0	19,40
Společenský sál - parter Forum Hall - parter	2	648	550	450	1077,4	35,0	47,0	19,40
Malý sál Small Hall	0	300	250	220	411,0	16,0	26,0	3,60
Komorní sál Chamber Hall	3	180	150	120	278,7	15,0	18,0	3,6 - 4,2
Konferenční sál Conference Hall	4	200	150	150	352,3	16,0	24,0	3,6 - 5,1
Malá scéna Small Theatre	0	140	72	64	172,0	12,7	14,4	3,00
Sál Panorama Panorama Hall	1	400	360	220	532,0	21,0	27,0	3,50
Klub A Club A	1	170	170	100	184,5	18,4	10,0	3,45
Klub B Club B	1	70	48	40	90,0	9,0	10,0	3,45
Klub C Club C	1	70	48	40	80,8	8,2	10,0	3,45
Klub D Club D	1	70	48	40	90,0	9,0	10,0	3,45
Klub E Club E	1	170	170	100	184,5	18,4	10,0	3,45



EXCURSIONS: OPTIONS



Prague Castle



Cathedral and palaces

Karlštejn



Medieval castle founded by Charles IV

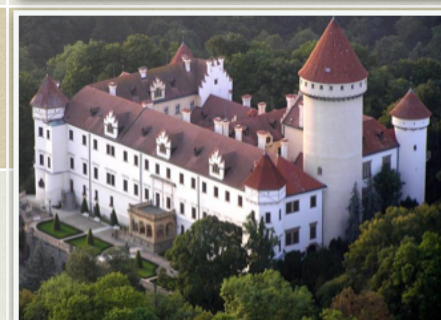


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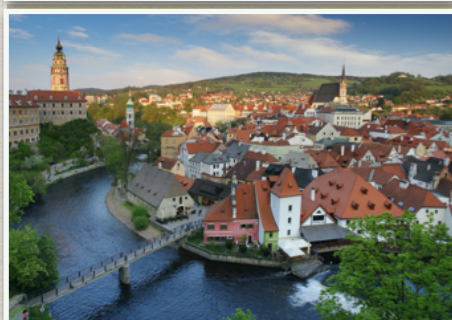


Renaissance castle and town

Konopiště



Hunting chateau, residence of Ferdinand d'Este



Český Krumlov



Medieval castle and town, Egon Schiele Art Centre

Karlovy Vary



World renowned spa resort



Kutná Hora



Baroque jewel and silver mines

Pilsner Urquell



Brewery and city of Pilsen



BUDGET - COSTS (€)

Meeting Space rentals+5%	79 443
AV +5% incl Sunday 36kCZK	44 920
Printed media const	4 400
Printed media prop all	4 000
Printed media prop proc	32 000
Food conf site	50 400
Welcome+poster session	40 000
Delegate services prop	15 600
Bank charges	4 000
Agency fee	26 400
Invited speakers (public)	5 200
Organising staff	40 000
Costs total	346 363



BUDGET (€)

Registration fees	416 667
Sponsorship	29 752
Income total	446 419
Balance	100 056
Travel grants (50)	
Fee waived	14 583
Hotel	12 000
Travel	20 000