ICHEP 2022

Venue
Bologna Conference Center

Dates of the event
July 6th - July 13th 2022

ICHEP conference will be hosted for the first time in Italy!
### Conference Programme

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parallel</td>
<td>Parallel</td>
<td>Parallel</td>
<td>Satellite sessions</td>
<td>Plenary</td>
<td>Plenary</td>
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<td>Lunch</td>
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<td>Satellite sessions</td>
<td>Plenary</td>
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<td>Plenary</td>
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</tbody>
</table>

- Reception

Poster Session  Outreach event  Banquet

- Traditional “ICHEP program”: 3 parallel session days, 3 plenary session days, 1 satellite session day
- Posters will remain exposed until the last day of the conference
- Reception at Bologna Congressi
- Outreach event
- Conference banquet at Palazzo Re Enzo
Sala Indaco 100 seats theatre style

Sala Italia 300 seats classroom style

Terrace

Foyer 1° floor

1.500 sqm

Blu Area

Modular rooms: Capacity from 20 to 120 seats theatre style

Europauditorium 550 - 830 – 1200 - 1700 seats

Sala Maggiore – G.A.M.

Palazzo dei Congressi
Venue - Bologna Conference Center

Built in 1975 on architects’ Melchiorre Bega and Lieuwe Op’t Land project, the Palazzo della Cultura e dei Congressi is the major example of contemporary architecture, designed to promote a sense of unity and belonging and to allow communication between the various sections.

➢ 1 big plenary: Europauditorium, an elegant multifunctional space with a total capacity of 1700 seats, although various sections can be partitioned off to create smaller spaces with either 550, 1200 or 830 seats;
➢ 4 halls for parallel sessions from 200 to 300 seats
➢ 7 halls for parallel sessions from 100 to 150 seats
➢ a 1450 m² exhibition floor

BolognaCongressi (Fair District)
Bus and Taxi stops in front of the Venue;
is 3 km/5 minutes distant from the High-Speed Central Railway Station.
is 7 km/15 minutes distant from the International Airport.
is 4 km/10 minutes distant from the City Center.
Hotels

Average Price Range
➢ 4 stars: 60 – 120 € single, 70 – 130 € double
➢ 3 stars: 50 – 80 € single, 60 – 100 € double
➢ we are also able to arrange a number of rooms in budget hotels/hostels in order to satisfy all expectations

Hotel Rates
➢ hotel rates and terms negotiation – free of charge
➢ hotel rooms management through our website- free of charge
➢ On site assistance – free of charge
➢ special discount on high speed train tickets (min. 30% on regular rates for routes among Italian cities and Bologna) – free of charge
➢ we can provide special conditions for flight with Emirates Airlines, KLM, AirFrance and AirDolomiti for international events – free of charge

Incoming services
Conference fee / scientific programme support

Early registration conference fee: 200 € (PhD) / 450 € (staff or post-doc)
Standard registration: 250 € (PhD) / 550 € (staff or post-doc)
On-site registration: 350 € (PhD) / 700 € (staff or post-doc)

The fee will cover:
• one welcome reception (at the conference venue)
• twelve coffee breaks
• local wine & food at poster session
• the publication of the conference proceedings

Lunch package (6 lunches) 100 €
Gala dinner 70 €

• Web site & Indico agenda
• Standard promotion, including online and conference posters
• Proceedings: journal to be defined (posters included)

The local INFN division and the Physics and Astronomy Department will provide:
Supporting staff
Secretariat
IT and technical services
We have **pre-booked** Palazzo Re Enzo for the nights of **Monday 11/7** and **Tuesday 12/7**.
Activities

Defined the two Chairs of the conference:
   P. Giacomelli and L. Bellagamba
Defined cost of technical infrastructure
Defined rooms needed for all parallel sessions
Discussed pre-booking of hotels
Defined possible nights for gala dinner at Palazzo Re Enzo
   Pre-booked both nights
Started regular meetings to arrive to the definition and composition of the LOC
Revised budget
## Budget

### Table 1

<table>
<thead>
<tr>
<th>Number per participant</th>
<th>Amount per item (Euro)</th>
<th>VAT</th>
<th>Total amount per item (Euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>1</td>
<td>85000</td>
<td>1.22</td>
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<tr>
<td>Technical services</td>
<td>1</td>
<td>30000</td>
<td>1.22</td>
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<tr>
<td>Poster panels (500)</td>
<td>1</td>
<td>25000</td>
<td>1.22</td>
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<tr>
<td>Exhibition area (15 stands)</td>
<td>1</td>
<td>3750</td>
<td>1.22</td>
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<tr>
<td>Cloakroom service</td>
<td>1</td>
<td>1632</td>
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<tr>
<td>Coffee Break</td>
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<td>5</td>
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<tr>
<td>Welcome Drink</td>
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<td>25</td>
<td>1.1</td>
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<tr>
<td>Local Wine &amp; Food at poster session</td>
<td>1</td>
<td>25</td>
<td>1.1</td>
</tr>
<tr>
<td>Participant Package</td>
<td>1</td>
<td>25</td>
<td>1.22</td>
</tr>
<tr>
<td>Outreach Event</td>
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<td>1</td>
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<tr>
<td>Logistic</td>
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<td>40000</td>
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<td>Poster awards</td>
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<td>8000</td>
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<tr>
<td>Proceedings</td>
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<tr>
<td>Lunches</td>
<td>6</td>
<td>27</td>
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<tr>
<td>Gala dinner</td>
<td>1</td>
<td>70</td>
<td>1.1</td>
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<tr>
<td>Contingency (B36 except Site)</td>
<td>1</td>
<td></td>
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<tr>
<td>Support for participants from disfavored countries (10% of total)</td>
<td></td>
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</tbody>
</table>

**Total cost** 746268

### Different hypotheses

- **750 seniors**
  - Total cost: 672887
  - Total income: 640250

- **1000 seniors**
  - Total cost: 801303
  - Total income: 829400

<table>
<thead>
<tr>
<th>Participants (senior)</th>
<th>900</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants (students)</td>
<td>300</td>
</tr>
<tr>
<td>Fees senior early/standard (Euro)</td>
<td>450</td>
</tr>
<tr>
<td>Fees students early/standard (Euro)</td>
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<tr>
<td>Lunches</td>
<td>84000</td>
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<tr>
<td>Gala dinner</td>
<td>58800</td>
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<tr>
<td>Institutional support and sponsors (cautelative)</td>
<td>90000</td>
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</table>

**Total income** 750300
<table>
<thead>
<tr>
<th>Local Organising Committee</th>
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</thead>
<tbody>
<tr>
<td><strong>LOC</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td>Sponsors</td>
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<tr>
<td>Communication</td>
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<tr>
<td>Proceedings</td>
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<td>Program Committee</td>
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<td>Diversity and Inclusion</td>
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<td>Education and Outreach</td>
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<tr>
<td>Treasury and Secretariat</td>
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<tr>
<td>Travel grants, visas</td>
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</tbody>
</table>
Timeline

**Define Agency** January 2020 (start)

**Sponsors** July 2019 (start)

**Contacts with Local Institutions** July 2019 (start)

**Define LOC** June 2020 (end)

**First version of ICHEP2022 website** (August 2020)

**Define IAC** September 2020 (end)

**Define parallel sessions** March 2021

**Define session conveners** June 2021

**Define plenary sessions** March 2021

**Define plenary speakers** October 2021 (start)
• Venue defined and reserved
  • Rooms for 11-12 parallel sessions
• Budget is quite robust and stable with a number of participants between 1000 and 1400
• Defined a preliminary timeline
• Started defining activities of the LOC
• Next will be the composition of the LOC (envisage 40-50 people)
• First website ready by ICHEP 2020
Backup
POLO CONGRESSUALE – 2°FLOOR

Sala Maggiore – G.A.M.

Sala Celeste 80 seats theatre style

Sala Magenta A 250 seats theatre style

Sala Magenta B 150 seats theatre style

Foyer 2°Floor

1,000 sqm