

Universal Science

Planning Meeting

27 June 2018

Quick Intro

- Facility and Preparations
 - How many have registered?
 - Chairs, tables, drinks, etc. all under control?
- Exhibit Stands
 - Do we have all the material?
 - When will they set up? / take down? Storage needed?
- Talks
 - Have all the speakers met with Liubomir? Any issues?
 - Anything special needed for Facebook Live? When can we advertise? How?

Talks & Panel

- Outline of Introduction
 - Who we are (CHEP & RATIO)
 - What we are doing here (Science, Computing, Diversity)
 - The Programme for the evening
 - Speakers introduced before each talk
 - Questions locally and from Facebook Live
 - Acknowledgement of Partners (IPPOG, CERN, Brookhaven, ATLAS, Belle II)