



## XLS 2<sup>nd</sup> Midterm Review Helsinki

## First Meeting of the Organisation Committee

Markus Aicheler, Gerardo D'Auria, Andrea Latina, Regina Rochow, and Jukka Vainola





## To be discussed:

- 1. Agenda
- 2. Accommodation
- 3. Meeting Venue
- 4. Catering onsite
- 5. Conference Dinner
- 6. Event Website
- 7. Subscription & Invitation Letters
- 8. Visit
- 9. Sponsors





## Helsinki, 01 July 2019 - 03 July 2019

Agenda: see attachment

## Outline data:

- Start: Monday 1<sup>st</sup> July,14:00
- End: Wednesday 3<sup>rd</sup> July, ~16:00
- Dinner: Tuesday, 2<sup>nd</sup> July, 20:00
- Visit: Wednesday, 3<sup>rd</sup> July, 14:00-16:00

## **Event Website:**

- CERN Indico? Who?
- Information: Venue, Hotel & Booking, Dinner, Agenda, Subscription, ...
- Photo or picture for event poster and website needed

## Meeting Venue:

- Participants: ca. 50 expected
- Where?
- Rooms and facilities (incl. room for SAC, internet, remote connections?)
- Available 8:30 18:00
- Spaces for lunches & coffee breaks
- Costs, advance payment needed?

## Catering onsite:

- 4 Coffee Breaks (see agenda)
- 3 Lunches (see agenda)
- Costs, advance payment needed?







## Helsinki, 01 July 2019 - 03 July 2019

## **Conference Dinner:**

- Participants: ca. 50 expected
- Tuesday, 2<sup>nd</sup> July, 20:00 22:00 ca.
- Where?
- Transportation needed?
- Costs, advance payment needed? (Dinner and transportation)

#### Accommodation:

- Participants: ca. 50 expected
- Which hotel?
- Room costs, ask quotation
- Block room contingent
- How to book?

## **Subscription**:

- On website, who?
- Verify participation in dinner and visit
- Invitation letters for partners that need visa etc. (e.g. SINAP, UA-IAT, ANSTO, UoM, ...)
- Invitation letters and booking for SAC members (LP)

#### Visit:

- Wednesday, 3<sup>rd</sup> July, 14:00 16:00 ca.
- Visit what? Who?
- Transportation needed?

## Sponsoring?



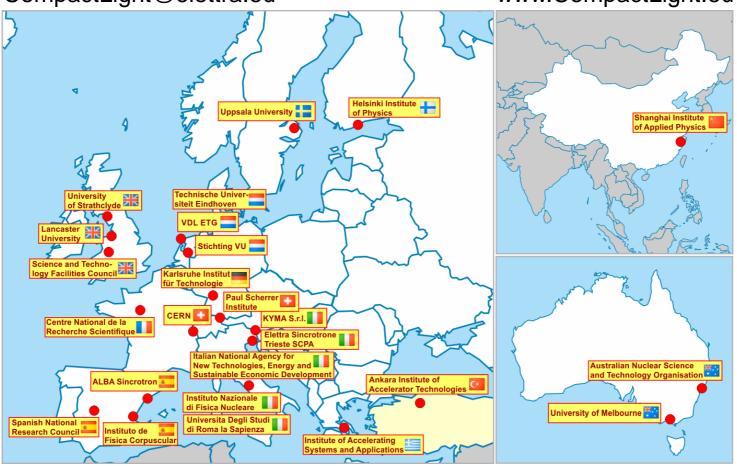




# Thank you!

CompactLight@elettra.eu

www.CompactLight.eu



CompactLight is funded by the European Union's Horizon2020 research and innovation programme under Grant Agreement No. 777431.









































