



# 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



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