

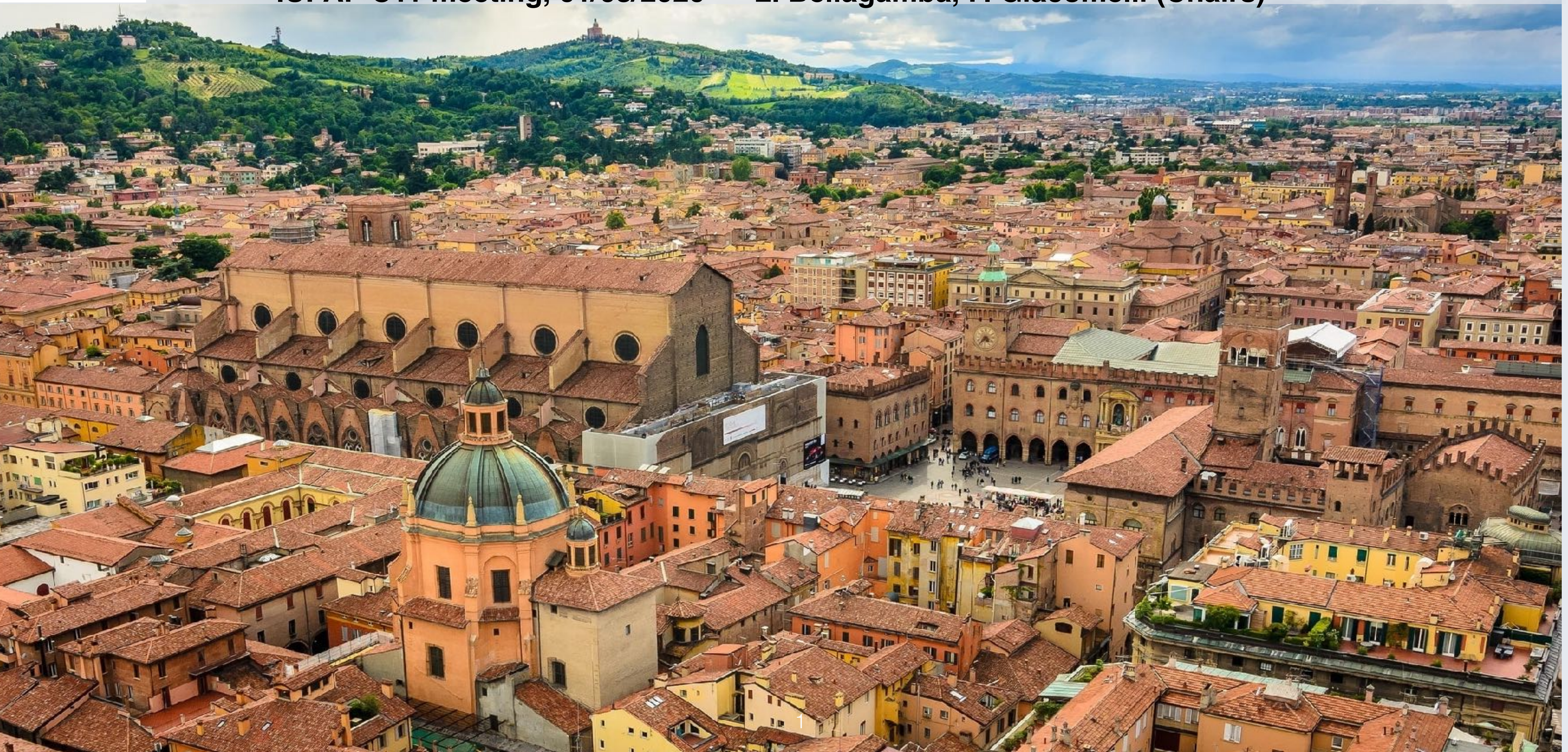


41st International Conference on High Energy Physics, (ICHEP 2022), Bologna, July 6-13 2022



IUPAP C11 meeting, 01/08/2020

L. Bellagamba, P. Giacomelli (Chairs)



Conference Venue



Polo Congressuale: the only site in Bologna suited to host such a big Conference

Located in the Fair District (site of a major trade exhibition center), 3 km North-East from Piazza Maggiore (heart of Bologna)



Ground floor:

Secretary

Sala Ciano: 200 seats

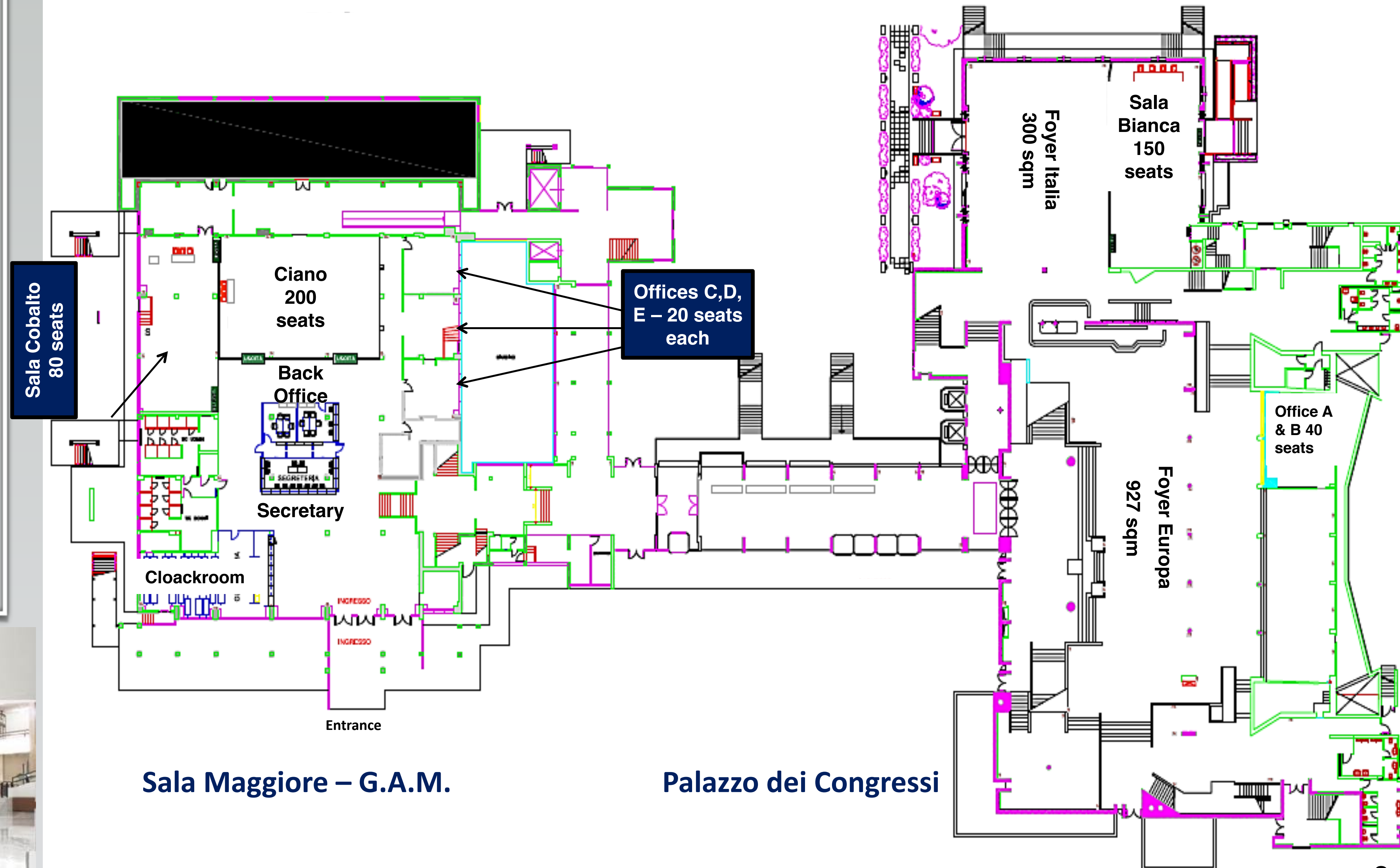
Sala Bianca: 150 seats

Sala Cobalto: 80 seats

3 offices: ~ 20 seats

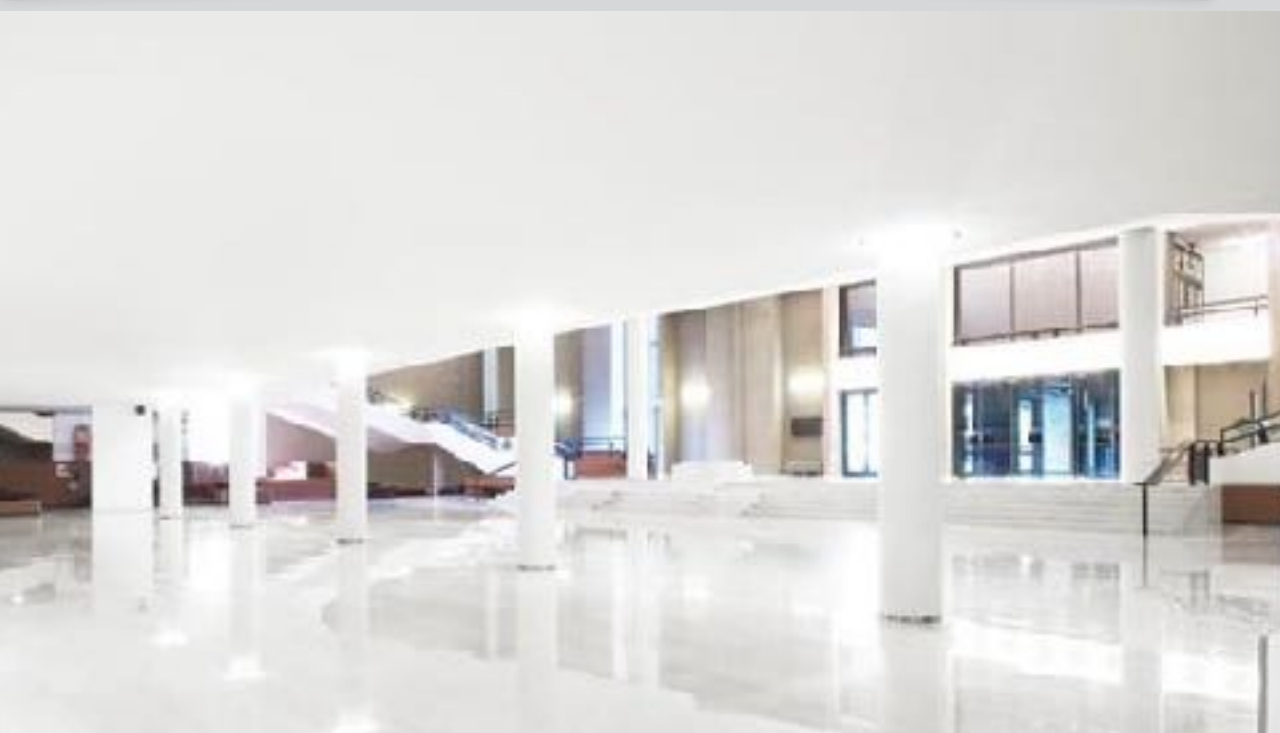
Foyer Italia: ~ 300 m²
(coffee breaks)

Foyer Europa: ~ 900 m²
(entrance to the main auditorium)



Sala Maggiore – G.A.M.

Palazzo dei Congressi



First floor:

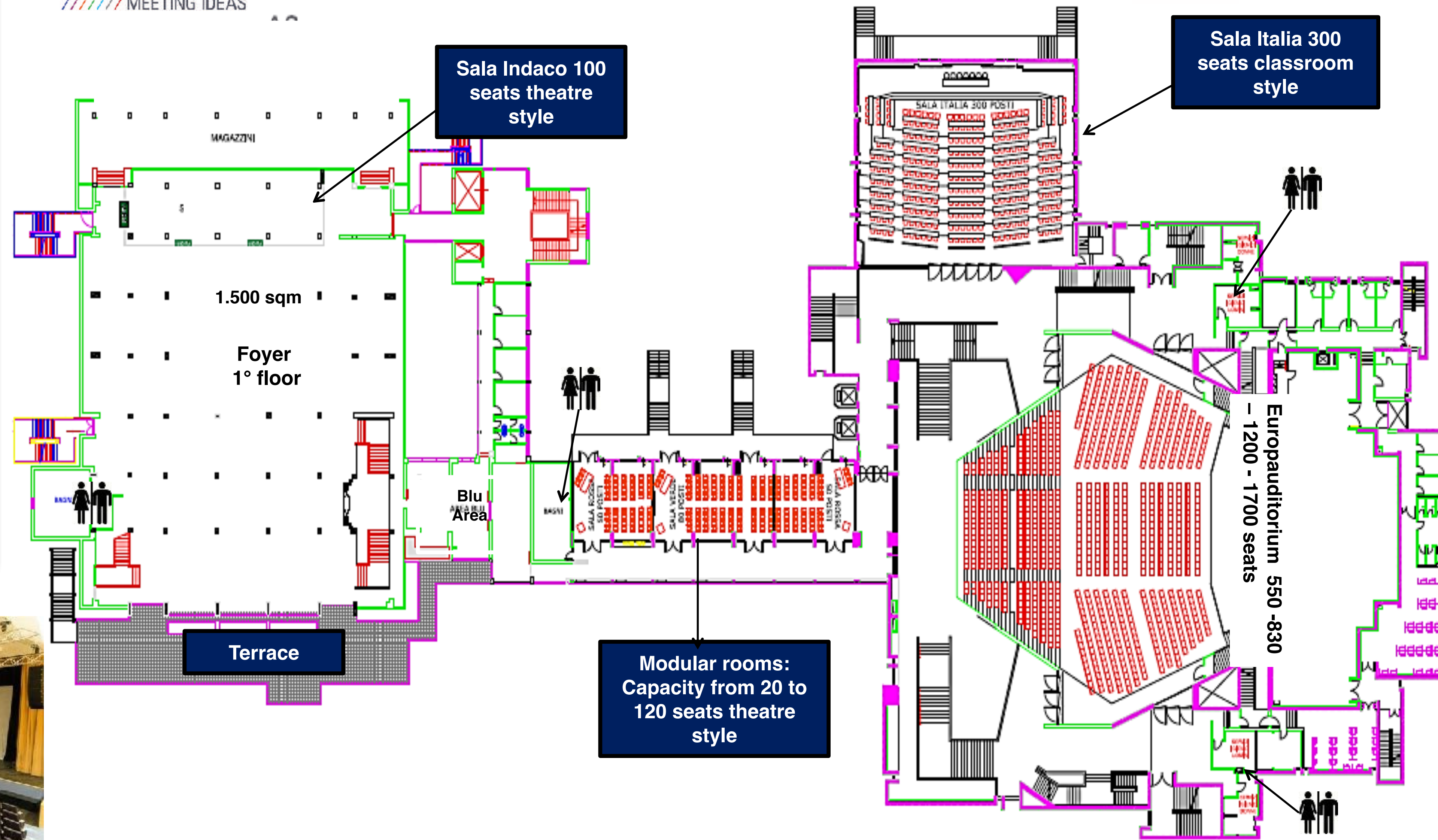
Main auditorium:
up to 1700 seats

Sala Italia: 300 seats

Sala Indaco: 100 seats

Modular rooms:
20-120 seats

Large Foyer: ~ 1500 m²
(lunches and coffee breaks)



Sala Maggiore – G.A.M.

Palazzo dei Congressi

Second floor:

Sala Magenta A: 300 seats

Sala Magenta B: 150 seats

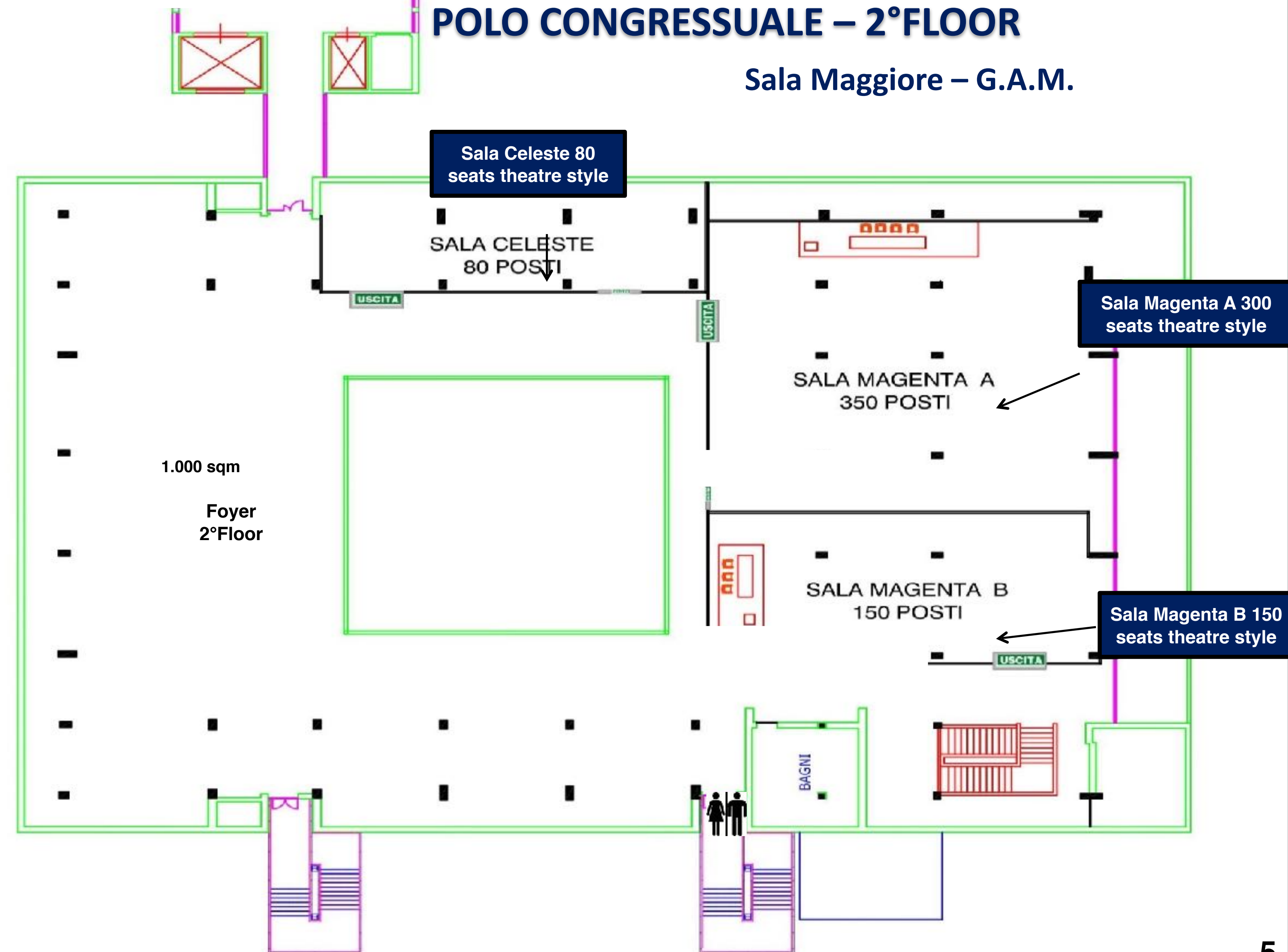
Sala Celeste: 80 seats

Large Foyer: ~ 1000 m²
(lunches, coffe breaks,
poster exhibition)



POLO CONGRESSUALE – 2° FLOOR

Sala Maggiore – G.A.M.



Conference programme



Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	Parallel	Parallel	Parallel	Satellite sessions	Plenary	Plenary	Plenary
	Lunch	Lunch	Lunch		Lunch	Lunch	Lunch
	Parallel	Parallel	Parallel	Satellite sessions	Plenary	Plenary	Plenary
		Poster Session			Banquet	Outreach event	
Reception							

- 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 the Conference Venue
- Outreach event
- Conference banquet at Palazzo Re Enzo

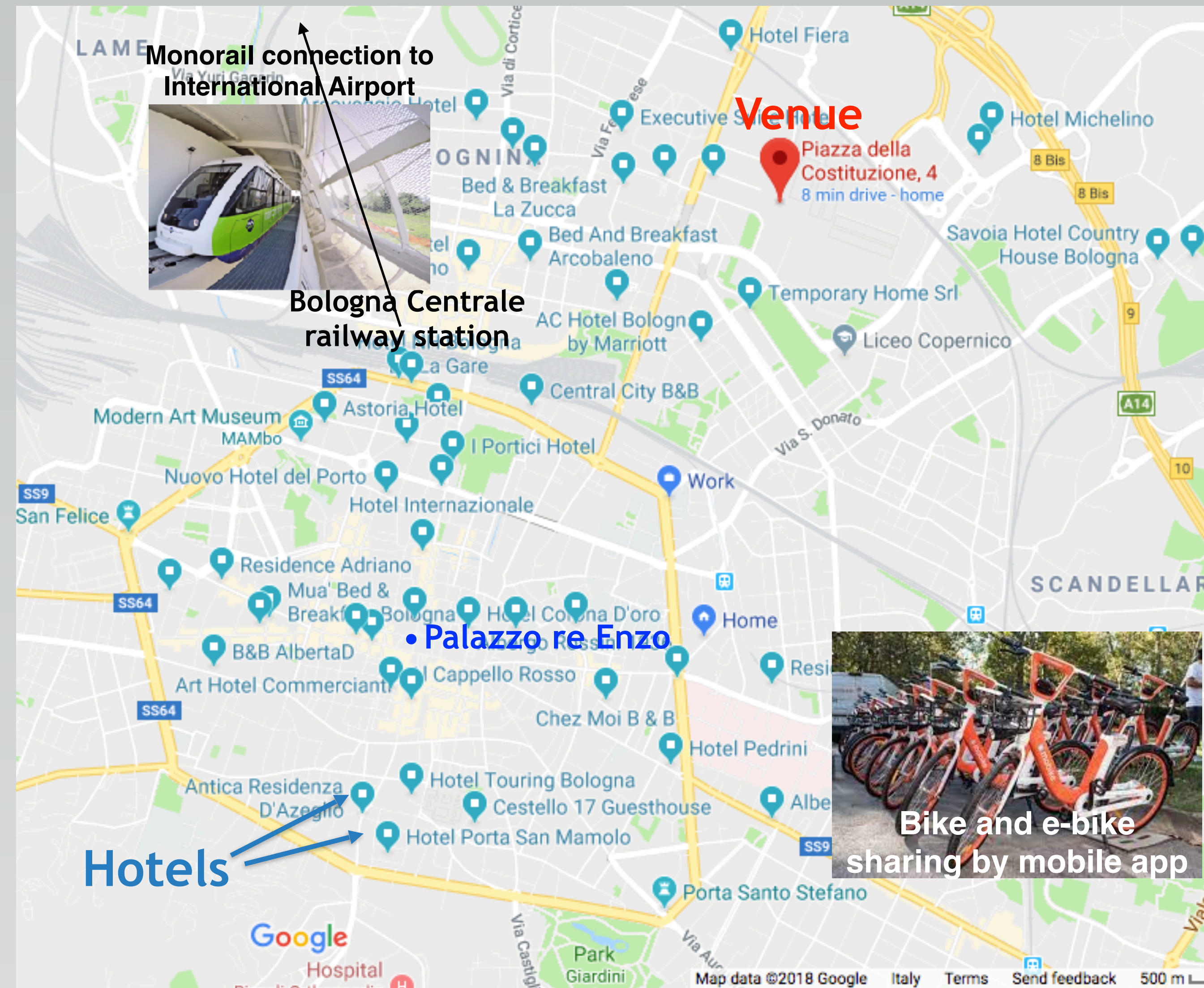
Transportation

- Bus and Taxi stops in front of the Venue
- 2.5 km/10 minutes distant from the High-Speed Central Railway Station
- 7 km/15 minutes distant from the International Airport
- 3 km/15 minutes distant from the City centre
- Easy to reach by bike from the City centre
- Shuttles will be organized from/to the City centre in the morning/evening
- International Guglielmo Marconi Airport connected via monorail to the Central Station

Accommodation

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



Organisational progress I



Venue

Several meetings with the responsible of **Bologna Congressi** (the company managing the Polo Congressuale). All the main issues have been discussed and defined in the last months, the venue is booked with a formal commitment by the INFN division of Bologna. Still to be finalized the conditions for possible cancellation (extreme attention to this point in light of the recent pandemic emergency).

➡ **Contract to be finalized early next year**

PCOs

Preselected six congress organizer companies. We met each of them, all the companies have long-standing experience and are well suited to perform the task. The final selection process has been delayed by the lock-down, INFN administration asked us also in this case to carefully consider the risk of possible low-attendance or cancellation.

➡ **Competition for PCO choice to be finalized by the end of the year**

Accommodation service

We have an agreement with **Bologna Welcome**, the company responsible for the development and managing of tourist welcoming services in Bologna. They routinely reserve room blocks for events in the Bologna area and have access to special hotel rates. The participants will have the possibility to exploit this service (all levels available from 5 stars to hostels) from the conference web site.

Bologna Welcome will also organize the excursion program for participants and accompanying persons.

Organisational progress II



Local Organising Committee

Structure of the LOC defined, responsibilities for the main activities are going to be assigned.

Several meetings with the coordinators of the technical and administrative services of the INFN Division of Bologna which will be heavily involved in the organization. One LOC member to be included among the conveners of each parallel session.

➡ **Activities already started, fully operational by the end of the year**

Local Organizing Committee
Sponsors
Communication
IT systems
Proceedings
Program Committee
Diversity and Inclusion
Education and Outreach
Treasury and Secretariat
Travel grants, visas

Budget

Preliminary budget has a breakeven at ~ 1000 participants (conservative, considering the history of ICHEP), quite solid for different hypothesis for the fraction of students. In the light of the COVID emergency, the INFN administration has now some worries for a possible lower attendance than foreseen.

The budget should be updated once the contract for the venue and the choice of the PCO will be finalized and we consider to lower a bit the breakeven with the constraint of not changing the proposed fee by more than ~ 10%.

➡ **to be updated early next year**

Conference fee

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
- publication of the conference proceedings

Not included:

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



Timeline

Local Institutions: contacts started

Sponsors: contacts started

Finalise LOC: end 2020

Define PCO: end 2020

Finalise Contract with Conference Venue: early 2021

Define IAC: early 2021

First version of ICHEP 2022 website: Spring 2021

(domain registered: www.ichep2022.it)

Define parallel sessions: Summer 2021

Define plenary sessions: Summer 2021

Define session conveners: Summer 2021

Define plenary speakers: October 2021 (start) - early 2022 (end)

Summary



- ☐ Venue defined and reserved
 - ➔ Rooms for 10-11 simultaneous sessions
- ☐ Budget designed for a number of participants between 1000 and 1400, to be conservatively refined in the light of the pandemic emergency. The proposed fee will not be increased by more than ~ 10%
- ☐ Defined a preliminary timeline
- ☐ LOC activities started
- ☐ Next steps will be the final composition of the LOC (envisage 40-50 people) and the choice of the PCO
- ☐ First website ready by Spring 2021

Comments and suggestions welcome...



Backup

Budget



	Number per participant	Amount per item (Euro)	VAT	Total amount per item (Euro)	
Site	1	85000	1.22	103700	
Technical services	1	30000	1.22	36600	
Poster panels (500)	500	25000	1.22	30500	
Exhibition area (15 stands)	1	3750	1.22	4575	
Cloakroom service	1	1632	1.22	1991	
Coffe Break	12	5	1.1	79200	
Welcome Drink	1	25	1.1	33000	
Local Wine & Food at poster session	1	25	1.1	33000	
Participant Package	1	25	1.22	36600	
Outreach Event	1	40000	1	40000	
Logistic	1	40000	1	40000	
Poster awards	1	8000	1	8000	
Proceedings	1	8000	1	8000	
Lunches	6	27	1.1	134719	
Gala dinner	1	70	1.1	64680	
Contingency (B36 except Site)	1			23860	
Support for participants from disfavored countries (10% of total				67843	
Total cost	746268				
Participants (senior)	900				
Participants (students)	300				
Fees senior early/standard (Euro)	450	550			
Fees students early/standard (Euro)	200	250			
Lunches	84000				
Gala dinner	58800				
Institutional support and sponsors (cautelative)	90000				
Total income	750300				
Fraction for lunches	0.7				
Fraction for Gala dinner	0.7				
Fraction early fees	0.5				
Fee discount	0				
Contingency fraction	0.05				

Different hypotheses

750 seniors
250 students
Total cost 672887
Total income 640250

1000 seniors
350 students
Total cost 801303
Total income 829400