Minutes of the MEDAMI 2020 Meeting Nov. 7 2019, Opicina (Trieste), Italy

Start: 11.30  End: 12:30
Present: Vesna Sossi, Peter Križan, Rok Pestotnik, Rok Dolenec

We went through the Minutes of Oct 30 meeting. We agreed that the idea of having topics structured – medically oriented introduction, followed by instrumentation and analysis will make a conference very interesting for the audience.

The program will consists of Invited and keynote speakers, leaving enough time for contributed talks and posters for other participants. Stan Majewski has already compiled a very interesting preliminary list of talks.

International Advisory Committee will be defined in the coming weeks.
Local Organizing Committee from Ljubljana: Rok Pestotnik, Rok Dolenec, Peter Križan, Samo Korpar, Andrej Studen

Preliminary timetable for session planning:

| Sunday, Sept. 6 | Arrival |
| Monday, Sept. 7 |
| 8.30 -12.30 | 2 Morning sessions + coffee break |
| 12.30 -14.30 | Lunch and beach time |
| 14.30 – 18.30 | 2 Afternoon sessions + coffee break, |
| 18.30-20.00 | Welcome drink (wine & snack) and poster session |
| Tuesday, Sept.8 |
| 8.00 -12.30 | 2 Morning sessions with + coffee break |
| 12.30-13.30 | Lunch |
| 13.30-15.30 | Afternoon session |
| 15.30-19.00 | Excursion to Škocjan caves (World Heritage - UNESCO) [https://www.park-skocjanske-jame.si/en/] |
| 19.00-23.00 | Conference Dinner on the Karst [https://www.slovenia.info/en/places-to-go/regions/mediterranean-karst-slovenia/karst] |
| Wednesday, Sept. 9 |
| 8.30-12.30 | 2 Morning sessions + coffee break |
| 12.30-13.30 | Lunch |
| 13.30-16.00 | Afternoon session |
| 16.00-16.30 | Farewell coffee and departure |

Preliminary budget:

- Conference venue, conference materials, coffee breaks, lunches, organization cost (agency)
  - ~24000 EUR @ 70 participants
  - ~30000 EUR @ 100 participants

The conference fee will be fixed after the list of invited speakers is confirmed and we have a clear idea of what will be the funding by sponsors, but not later than at the start of the Call for Abstracts.

Proposed timeline:

- Dec. 5, Video meeting : preliminary LOC and Scientific Committee
- Dec. 10, Confirm topics/themes
- Dec. 10, First announcement
- Dec. 10, Invitation sent to Industry to allow budget allocation
• Feb. 15, Call for papers Feb.15 – June 15 (maybe we can allow exceptional late abstract submission for interesting results)
• Mar. 15, Early Registration starts
• July 1, Notification to submitters: July 15
• July 13, Early Registration ends
• July 14, Normal registration starts
• Sept 4, Normal registration end
• Sept. 7-9, Conference
• Nov. 1, Proceedings & White Paper

Conference info:
Date: Sept.7 - Sept. 9 2020
Location: Grand Hotel Portorož https://www.lifeclass.net/en/hotels/grand-hotel-portoroz
Conference Hall: https://indico.cern.ch/event/851913/page/18478-conference-hall

Getting to Portorož by road:
125 km from Ljubljana (SI),
33 km from Trieste (I),
190 km from Venice (I),
252 km from Zagreb (HR),
490 km from Vienna (A),
485 km from Munich (D).

Getting to Portorož by plane:
Nearest airports:
Ljubljana, Brnik (SI), 143 km, https://www.fraport-slovenija.si/en/Main
Trieste, Ronchi dei Legionari (I), 74 km https://triesteairport.it/en/
Venice (I), 190 km, https://www.veniceairport.it/en/
Klagenfurt (A) 196 km, https://klagenfurt-airport.at/en/
Shuttle transfers can be conveniently booked from any of the airports.

The end of the conference will allow participants to catch evening flights from the airports. Current winter evening timetables for several important hubs (the summer timetable could be quite different, to be checked):
Trieste: Munich 16.55, Roma 19.25
Venice: Frankfurt 19.05, Paris 18.05, …

Hotel rooms:
• 120-140 EUR/pax/day double room single occupancy with breakfast
• 150-170 EUR/pax/day double room with breakfast
• Tourist tax 2.5EUR/ pax/day
• There are other options which can be booked through booking.com

Proceedings:
• Publish in PoS, maybe in PBM?
• Is an online book of abstracts enough?
• Ask invited speakers to submit abstracts
• Attract the attendees by publishing a common White Paper in TRPMS (Vesna will inquire whether this is possible)