

EGEE User Forum Logistics

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Massimo v 1.1 November 7, 2006

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This is a preliminary list of logistics point which complements and specifies the demands for each point described in the User Forum Bid Package. The demands are programme biased (not addressing general issues like transportation etc...).

Demo and poster sessions

Timelines

- Demos and posters should be mounted by midday Wednesday and be "operational" till Friday (time to be defined)
- The official demo session will be on Thursday 16:00 to 21:00 (in parallel with the cocktail). We expect all User Forum participants to attend (400 persons?).
- Demos and posters share the same area. Enough space should be provided to allow serving coffee and the cocktail to the persons attending to demonstrations and discussing with colleagues.

Logistics

- **30 demos will all need the following;**
 - One table to host up to two PCs and two LCD projectors (as an alternative, 2 large LCD/Plasma screens 40+ inches) for each demo
 - 3+ square meters of board space to display additional material (poster) for each demo
 - A board/screen surface to project the demo material (in case LCD projectors are used) for each demo
 - An appropriate set of pins/scotch/ etc... on arrival (e.g. hanging on each board)
 - One power bar with 4+ power outlets (allowing usage of std European power plugs) for each demo
 - 2 RJ45 sockets for wired Ethernet + 2 appropriate cables (3-5 m) for each demo
 - WiFi coverage as all the rest of the conference venue
 - The 30 demos share exclusively (at least during demo slots) a minimum of 30+30MBit (TO BE DISCUSSED)
 - Each demo areas/booth should be numbered with a label line DEMO01, DEMO02, ...
 - Boards (monitors) with the actual location of demos (label <-> title/presenter should be available before the first demo/poster is installed
 - It should be made clear that the board/booth allocation is fixed and should not be changed
- **60 posters**
 - 2+ square meters of board to hang poster (A0 size; enough space to display poster in either landscape or portrait mode)

- An appropriate set of pins/scotch/ etc...available on arrival
- One power bar with 4+ power outlet (allowing usage of std European power plugs)
- WiFi coverage as all the rest of the conference venue
- All demo areas/booth should be numbered with a label line POSTER01, POSTER02, numbers will be allocated by the UF Programme Committee.
- Boards (monitor) with the location of poster (label <-> title/presenter should be available before the first demo/poster is installed)
- It should be made clear that the board allocation is fixed and should not be changed

Plenary and parallel sessions

- Each session has a **convener** nominated by the UF programme committee. The **convener** is responsible for
 - contacting the speakers beforehand
 - making sure the material is available on the conference web site before the start of the session (PPT or PDF)
 - making sure that the schedule is respected, making sure that there is time for a Q & A session.
- Each session has a **technical-support person** nominated by the local organizers. The **technical-support person** is responsible for
 - preparing the room in due time
 - switching on and checking the equipment
 - downloading of all material on the local PC for projection before the start of the session
 - giving general support the convener and the speakers during the whole session.
- Each room should be equipped with 3+ wireless microphones (one "clip on" for the speaker, one for the convener and one for questions from the audience). The technical support person should help to pass around the microphones.
- Each room should be equipped with water for the speakers
- The **plenary** session should be recorded and made available after the conference on the web site (within 15 days from the end of the conference) (TO BE DISCUSSED)
- Note that the timing is critical especially in **parallel** sessions. To allow participants to switch to one session to another, timing must be respected very carefully! (we require that the distance between the various venues allows to quickly walk from one session to another)

Website

- We have to discuss with the local committees and within the organisation committee the details of the setting up of the web sites for the event.
- The UF-specific web site will contain the pointers to the User Forum programme and abstract collections (based on indico.cern.ch) and few other basic information. Registration, logistics etc... will be hosted in the OGF20 web site.