



Preparation of annual meeting 2010

Ingredients

- **Parallel sessions for WP meetings: 1 or 2 sessions of 1hr 30 minutes?**
- **Highlight talks:** 15 +5 minutes, 1 to 2 per WP
- **WP reports:** 10' + 5' per “task” + 10' for questions
- **Presentation of the R&D accelerator activity of the host institute and two others:** 3*30'
- **Visit to the host institute:** 1hr 30 + travel
- **ESGARD talk and discussion:** 1hr 30
- + *SC, GB and ESGARD meetings*

- **Parallel sessions:** 1 or 2 sessions of 1hr 30 minutes?
- **Scientific communications**
 - 1 per WP: 3 hr 30 minutes
 - 2 per WP: 7 hours
- **WP reports:**

WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	WP11
25	30	35	35	15	25	50	45	45	60	40

total 405 minutes = 7 heures

- **Presentation of the R&D accelerator activity of the host institute:** (30 minutes, included in “accelerator R&D”)
- **Visit to the host institute:** 1hr 30 + travel
- **Accelerator R&D talks +ESGARD presentation and discussion:** 3*30 minutes +1hr 30 = 3hr
- **Grand total: between 20. hours and 23.hours, i.e. 3 days with 7 to 8 hours/day + meetings**

13-Apr	8:00	9:00	1:00	Registration + in parallel until 11:00
	9:00	10:30	1:30	parallel session for WP meetings
	10:30	11:00	0:30	Coffee break
	11:00	11:05	0:05	Welcome
	11:05	11:10	0:05	Welcome
	11:10	11:35	0:25	Report from management
	11:35	12:05	0:30	Report from DCO
	12:05	12:40	0:35	Report from NEU2012
	12:40	14:00	1:20	Lunch
	14:00	14:40	0:40	<i>2 highlight talks WP3 and WP4</i>
	14:40	15:15	0:35	Report of WP4
	15:15	15:30	0:15	Report of WP5
	15:30	15:55	0:25	Report of WP 6
	15:55	16:25	0:30	Tea break
	16:25	17:05	0:40	<i>2 highlight talks WP7</i>
	17:05	17:55	0:50	Report WP7
	17:55	19:25	1:30	Steering committee meeting and dinner

14-Apr	9:00	9:30	0:30	Accelerator R&D at STFC
	9:30	10:00	0:30	Accelerator R&D at CERN
	10:00	10:30	0:30	Accelerator R&D at FAIR
	10:30	11:00	0:30	Coffee break
	11:00	12:30	1:30	ESGARD and the TIARA project
	12:30	13:50	1:20	Lunch
	13:50	15:50	2:00	Visit to RAL
	15:50	16:20	0:30	Tea break
	16:20	16:40	0:20	<i>1 highlight talk WP8</i>
	16:40	17:25	0:45	report on WP8
	17:25	18:40	1:15	ESGARD meeting (closed)
	19:15	21:15	2:00	Conference dinner

15-Apr	9:00	9:40	0:40	<i>2 highlight talks WP9</i>
	9:40	10:25	0:45	Report WP9
	10:25	10:55	0:30	coffee break
	10:55	11:35	0:40	<i>2 highlight talks WP10</i>
	11:35	12:35	1:00	report WP10
	12:35	13:55	1:20	Lunch
	13:55	14:35	0:40	<i>2 highlight talks WP11</i>
	14:35	15:05	0:30	report WP 11
	15:05	15:20	0:15	Closing remarks
	15:20	16:35	1:15	Governing Board meeting