# HH2025 workshop preparation

*M.A Ciocci on behalf of the local organizing committee*

*6 May 2024*

# Members of Local Committee

| First Name | Last Name | Institution | Exp/other |
|---|---|---|---|
| *Alberto* | *Annovi* | INFN - Pisa | Atlas+FC |
| Paolo | Azzurri | INFN - Pisa | CMS +FC |
| Giuseppe | Bagliesi | INFN - Pisa | CMS |
| Edoardo | Bossini | INFN - Pisa | CMS |
| Dario | Buttazzo | INFN - Pisa | TH |
| Alessandro | Cerri | University of Siena | ATLAS+FC |
| Giorgio | Chiarelli | INFN - Pisa | ATLAS |
| *Maria Agnese* | *Ciocci* | University of Pisa | CMS |
| Silvio | Donato | University of Pisa | CMS |
| Paolo | Francavilla | University of Pisa | ATLAS |
| Sandra | Leone | INFN - Pisa | ATLAS |
| Maurizio | Massa | INFN - Pisa | Engineer |
| Enrico | Mazzoni | INFN - Pisa | IT services and network management |
| Andrea | Marini | University of Pisa | CMS |
| Alberto Maria | Messineo | University of Pisa | CMS |
| Andrea | Moggi | INFN - Pisa | Engineer |
| Chiara | Roda | University of Pisa | ATLAS+FC |
| Andrea | Rizzi | University of Pisa | CMS +FC |
| Angelo | Scribano | INFN - Pisa | CMS |
| Paolo | Spagnolo | INFN - Pisa | CMS |
| Monica | Verducci | University of Pisa | ATLAS |

| Andrea | Marini | University of Pisa | CMS |
|---|---|---|---|
| Alberto Maria | Messineo | University of Pisa | CMS |
| Andrea | Moggi | INFN | Engineer |
| Chiara | Roda | University of Pisa | ATLAS+FC |
| Andrea | Rizzi | University of Pisa | CMS+FC |
| Angelo | Scribano | INFN | CMS |
| | | | ATLAS |

Secretariat

| Lucia | Lilli | INFN - Pisa |
|---|---|---|
| Claudia | Tofani | INFN - Pisa |

- We need the detailed composition of the IAC for the website, indico & Workshop Poster

  - first name, last name, institution

| Lucia | Lilli | INFN |
|---|---|---|
| Claudia | Tofani | INFN |

# Logo(s) of Sponsor(s) & expected contribution

- We are setting up the conference website under .pi.infn.it and we plan to use CERN for indico

- We ask:

    - The LOGO of the sponsor(s) so that it can be included on the website

    - Their e-mail address In order to send them an Endorsement Letter to use their logo

    - Is it possible to get an idea of their contribution to support grants?

# Posters

In case of a Poster session, we plan to use the same arrangements as the Pisa Meeting 2024

- **Posters will be displayed in electronic form only through dedicated screens (32), and traditional, printed versions will not be accepted.**

  - 50-inch screens, with an overall active area of 61.6 x 109.5 cm, and a resolution of 1080 x 1920 pixels, with a **portrait orientation**

  - A few dedicated stations, equipped with a special presentation mode, will be available on site to browse the entire poster program for the entire duration of the conference

# Length of the workshop

The hotel is willing to allow flexibility to hold a 5- or 7-day conference

However, we are asked to confirm the duration and the dates by May 25th, 2024, as the hotel would accept reservations for days not booked by us.

We recommend the 7-day option because it allows for smoother bus travel on Saturdays and Sundays and enables a less dense schedule of the conference program

# Busses

We investigated with the scientific secretariat the possibility of using three aerports as bus departure points: Pisa, Florence, and Rome (FCO).

- Florence was discarded because at the last conference organized in Elba, participants departing from Florence airport complained about 2 hours extra travel time because of the stop needed in Pisa to fill the bus.
- Downtown bus stop not allowed in Pisa: railway station is not an option
- Travelling on Sunday and Saturday avoid truck traffic on the road

- We propose
  - Two-way bus between Rome or Pisa airports and the hotels
  - The ferry personal tickets are not included

- The bus should be booked using the registration form

# Busses

**Busses foreseen schedule**

**Sunday, May 11: destination Hotels at Elba**
- from Roma airport "L. Da Vinci" at 11:00
- from Roma airport "L. Da Vinci" at 14:00
- from Pisa airport "G. Galilei" at 15:00

**Saturday, May 17: origin Hotels at Elba**
- to Roma airport "L. Da Vinci" at 7:00 *(expected arrival at 13:30)*
- to Pisa airport "G.Galilei" at 7:00 *(expected arrival at 11:30)*

- The cost of the bus will be covered by the conference fee paid only by the conference participant and not by the accompanying persons (children, companion...).

- The bus should be booked using the registration form

- In agreement with the IAC the fee could be reduced removing the bus service
- We recommend keeping the bus in fee since it simplifies the travel organization for the participants.

# Scientific Program: collaboration between IAC & LOC

We propose among the LOC members:

Paolo Azzurri (CMS & FCC)
Giuseppe Bagliesi (CMS, HH)
Dario Buttazzo(TH)
Alessandro Cerri (ATLAS, Muon Collider)
Paolo Francavilla (ATLAS, H)
Andrea Marini(CMS, H+HH)

# Important dates proposal

| | |
|---|---|
| Web page opens | 15/07/2024 |
| First bulletin | 14/10/2024 |
| Abstract submission and grant application opens | 20/10/2024 |
| Registration opens | 01/12/2024 |
| Deadline for abstract submission | 20/01/2025 |
| Deadline for grant application | 20/01/2025 |
| Notification of grant | 10/02/2025 |
| Notification of abstract acceptance | 15/02/2025 |
| Second bulletin | 14/03/2025 |
| Registration deadline | 28/03/2025 |
| Participant arrival | 11/05/2025 |
| Participant departure | 17/05/2025 |

# Summary

- Organization activities are starting

- We look forward to IAC inputs on:

Workshop duration

IAC members

Sponsors and LOGOs

General feedback