**Minutes meeting SQM2017**

Date: Tuesday May 16, 2017

Place: Ornstein Laboratorium ONL 213A

Participants: André Mischke, Paul Kuijer, Alessandro Grelli, Barbara Trzeciak,

Cristina Bedda, (UU)

 Miranda Schouten (Congress by design)

 **General discussion André / Miranda**

**Organisation**

* There is no detailed planning available for all conference logistics. Miranda will set up an action list based on the meetings of today.
* A conference budget is available. Andre will send this to Miranda for her information [done].

**Logistics**

* Suppliers:
	+ **Venue –** all rooms needed at the Koningsberger and Buys Ballot Building are contracted by Sylvia via FSC. Andre will inform Tanja (FSC) and Machiel van der Grift (housing department) about transmission of tasks [done] and send Miranda the latest overview of rooms booked [done]. Miranda will get in touch with FSC to discuss:
		- Detailed floor plan with catering, registration desk (first floor in front of wall), posters (preferably downstairs)
		- The GEO conference (around 80 delegate) in room Pangea and catering around the corner of this room and plans from FSC to separate both groups of delegates. Andre and this organizer discussed both programmes and times should work out fine, however Miranda will double check with FSC.
		- Availability of a registration desk (4 meters), a display table and a bell
		- Signage available and need to add extra
	+ **Catering –** Sodexo already sent proposals and these have been discussed within the LOC. The LOC compiled a list with all preferences. Andre will inform Sodexo about transmission of tasks and send Miranda the latest proposal and preferences [done]. Miranda will get in touch with Sodexo to discuss:
		- Catering school
		- Catering conference (first floor)
		- Possibility to add wrapping materials to the buffets on Wednesday, so delegate can eat their lunch on their way out if they want to.
	+ **Audio visual equipment:**
		- No other equipment is needed than the equipment which is standard available in each room (computer, projector and screen). Miranda will request an overview with all equipment per room from FSC.
		- However, all rooms do need a laser pointer / remote control, 1 headset microphone and 2 hand held microphones. Miranda will discuss with FSC.
		- All speakers are requested to upload their PowerPoint presentation in the Indico system. This is possible until the latest moment. Room assistants will open the presentations per session at the start of each session. It is still possible to bring the presentation on USB.
		- Students invited for the school will be scheduled to help with Q&A sessions / microphones in the room.
		- PhD students from Utrecht University are available to give speaker assistance in the room (microphones, enter presentations, questions from speakers).
	+ **Poster boards** – Barbara Trzeciak is coordinating the poster session. 25 poster boards (portrait) are needed and requested through the UU system by Astrid Portier. The poster session is scheduled on Tuesday afternoon, but posters can be placed from Monday till Thursday 16:00 hrs. Miranda will double check arrangements.
	+ **Decoration:**
		- 1 banner outside – prepared by Lennart and Andre. Lennart will check specifications and how to fix it at the wall.
		- 1 banner in the plenary room.
		- Signage by FSC – Tanja made a proposal for a few signage possibilities. Andre will forward this email to Miranda [done].
		- No flowers at the lectern
	+ **Bicycles** – around 50% of all delegates registered showed interest to rent a bike. This rental will be paid by delegates and preferably not through the conference registration system. Miranda contacts Fietspunt to discuss possibilities.
	+ **Hotels** – a room block with Utrecht Hotel Service was made with deadline May 15, without any risk for the organizers.

Delegates from school will stay in double rooms at hotel Figi and this hotel booking was made by Alessandro Grelli.

Keynote speakers don’t receive any funding and no hotel room. A reduced registration fee was agreed on with some speakers.

* Coordination onsite – Miranda will also be onsite for coordination of the logistics and build up on Sunday at the most important moments. Detailed times will be discussed as soon as the meeting script is ready.
* Helpers onsite
	+ A list of school participants and students is available. Andre will forward this list to Miranda [tbd]. They can help during the conference with several tasks. A schedule still need to prepared.
	+ Miranda will set-up a schedule with tasks and times to be used to divide students.

**Communication**

* Printed matter:
	+ Final announcement will be send out by Andre by email in consideration with the LOC in the first week of June. Participants will be asked to check their information on the Indico system (menu for conference banquet, excursion option, etc.).
	+ Programme booklet – Marco van Leeuwen will prepare the content in Word. Miranda will request a proposal for design and print with a printer. To be discussed further during LOC meeting.
	+ Badges – to be printed by Congress by design. Make sure to have icons on badges with registration items (dinner, etc).
* Conference materials and packing materials to be discussed further during LOC meeting.

**Registration**

* Almost all registrations are received. Not much more is expected.
* Registration desk will be staffed by Astrid Portier (UU) and Evelien Schramm-Post (Nikhef) on Monday morning together with students (In total, 4 people). Miranda will do overall coordination with Astrid.
* Onsite payments are not foreseen. We should discuss with Pieter Thijssen (F&C Beta faculty) how to handle them properly.
* Miranda suggests to send out a “know before you go” to all participants with practical information and a summary of the registration and ask delegates to check their details. Andre will discuss this with Lennart. 🡪 Could this be done with the final announcement (see above)?
* Invoice for the conference fee are sent by Marcel de Boer. Payment are not automatically processed in Indico. This still needs to be done. Andre will discuss with Lennart how this can be done. Miranda can help, but needs explanation about how to this.
* Andre will request access to Indico for Miranda [done].

**Social programme**

* **Reception** (Botanical gardens) – the reception has been requested with the venue, the proposal has been received and a decision is made. All of this is written in an email, which Andre will forward to Miranda [done]. After receipt of this email Miranda will contact the venue to discuss details.

Also the mayor will come to the welcome reception. Miranda will make sure there is a microphone and lectern available for him. Andre will get in touch with the mayor’s office to discuss the content of his speech.

* **Dinner** (Railway museum) – there are agreements with the museum and caterer (Vermaat). Andre will forward these documents to Miranda [done]. Miranda will discuss details with venue and caterer. It will be a served dinner without music (just networking). There will be speeches before starter from the director of the Railway museum and Andre.
* **Excursions** – information about excursions is placed on the website and delegates are registering, but excursions still need to be arranged. All excursions can start from 14:00 (Koningsbergergebouw) or 14:30 (city center). End of excursion is around 18:00 hrs.
	+ Cultural tour - Kroeller Muller museum (at the moment about 32 registrations) – a bus needs to be rented (make sure bus can drive until museum).
	+ Historical tour Utrecht (at the moment about 58 registrations) – 1 hour boat tour through Utrecht canal, followed by a guided tour.
	+ Water tour Utrecht (at the moment about 41 registrations) – canoeing on Kromme Rijn from Weg van Wetenschap, Rhijnauwen or city center. 2 hours canoeing followed by a drink (beer tasting in Olivier Utrecht: <https://utrecht.cafe-olivier.be/bierproeverij/> ???).

Miranda will contact Toerisme Utrecht and request proposals for the organisation of these excursions.

* **IAC meeting** (Huize Molenaar) – meeting from 18:00 – 20:00 with coffee and snacks, followed by a dinner. For the meeting a projector is needed. Andre will forward the agreement with Huize Molenaar to Miranda [done]. Miranda will discuss details with Huize Molenaar.

Also bus transportation for 30 persons from the Koningsberger building (departure 17:30 hrs) to Huize Molenaar should be arranged. Andre will ask Pieter Thijssen is any supplier can be used [done]. Based on that information Miranda will arrange transportation.

**Other**

* Proceedings publication at EPJ Web of Conferences is coordinated by Andre, Paul and Lennart. There will be a direct link from the Indico system to the journal.
* Andre Mischke is contract party for the agreement with Congress by design. Miranda will forward the final agreement as soon as possible.
* Miranda will work from the Cbd office in Harmelen and only be at the Uithof for meetings (unless otherwise is needed). Frequent contact by email and phone is of course important.
* On Monday morning the rector magnificus, Nikhef director, dean of beta faculty or head of department will attend the opening.

**Meeting LOC May 16, 11:00 hrs**

**Welcome Miranda**

Miranda Schouten, project manager at Congress by design, will take over tasks from Sylvia. She will deliver support on delegate registration (check payments, prepare badges), printed matter, logistics, social programme and onsite management.

**Status registrations**

Almost 200 delegates are registered (20% pays by bank transfer). Complains have been received from the Russian delegates. They need to pay by bank account, but bank details are not mentioned on invoice. Marcel de Boer is contact at finances and can’t do anything about this.

The maximum capacity of room Cosmos is 220. Since almost all registered delegates are presenters, it is expected that there will be a very low percentage of delegates who don’t show up, so maximum 220 registrations are accepted. Limit registration to 220 in Indico (Lennart – Email sent by Andre).

**Reception, catering and excursions**

Miranda will contact all venues and suppliers to discuss details of the agreements and arrangements so far (including catering pre-school – EUR 30 per person per day agreed, but what is included exactly?).

Excursions are not yet arranged. Miranda will request proposals and discuss these with Barbara.

**Conference bag and t-shirts (Cristina)**

Cristina shows examples of 2 bags. Both are good options, so they will be ordered 50%-50%, 220 in total.

The conference bags include

* Cup with SQM2017 logo – to be ordered – Miranda sends supplier names to Cristina
* Pen with SQM2017 logo (order 250) – to be ordered – Miranda sends supplier names to Cristina
* Map of city center and general information of Utrecht (Miranda will contact Utrecht Toerisme)
* Block note (with UU logo – to be ordered via UU)
* Stroopwafels – to be ordered
* Flyer, European Physical Journal – coordinated by Andre, Paul and Lennart
* Conference booklet (see below)

T-shirts will be handed out separately – to be ordered – Miranda sends supplier names to Cristina

Miranda will send names of meeting materials suppliers to Cristina so she can request proposals (or ask Miranda to do so).

In the week of July 3rd bags will be stuffed by students. Miranda will put this into the student schedule.

**Banner (Lennart)**

Lennart and Andre prepared the design of a banner to hang outside and inside the venue. This design is agreed. Lennart will order one example and test it.

**Conference booklet (Marco)**

Marco agreed to help with this contents wise. The booklet should at least include:

* Programme
* Directions
* List of posters
* Sponsors
* ATM
* Emergency phone numbers
* Information about WiFi

The booklet will be printed A5 and binded with wire-o binding and also included a few full colour pages. Miranda will request a proposal and coordinates the design and print.

**Programme (Andre, Paul, Lennart)**

* The programme is finalized, but a lot of time has been spent at changing sessions. Changing sessions between days is not easy and takes most time.
* Registration times on Sunday will be changed to 16:00 – 18:00 hrs [done]. Water should be available.
* The coffee break before the poster session on Tuesday should be with an “extra”, like cake. No catering during the poster session.

**School (Alessandro)**

* 38 participants are registered for the graduate school. They are staying at Figi in Zeist. Hotel rooms are booked by Alessandro at EUR 79 per room per night including breakfast. Alessandro confirmed 21 rooms of which 2 are still in option. Early June rooms are assigned by Alessandro.
* School teachers (3x) don’t pay registration fee.
* Everything is confirmed.

**Poster prize (Paul)**

Paul still needs to set-up a poster prize committee. This committee should consists of around 5 (odd number) persons and be diverse in gender, country, etc. Time for the ceremony has already been reserved in the programme.

There can be 4 prices. Andre will forward the agreement with the Journal to Paul [done].

Diversity: gender / country / experimental theory

**All other businesses**

Next meetings:

June 7, 14:00 hrs – Andre is in the UK.

June 21, 14:00 hrs

July 3, 10:00 hrs (meeting script)

**Action list**

|  |  |  |
| --- | --- | --- |
| Andre | Send documents to Miranda:* Budget
* Latest version with overview of rooms
* Proposal Sodexo
* Preferences LOC catering
* Email Tanja signage possibilities
* List with PhD students and postdocs and session chairs
* Email and information botanical gardens
* Agreements Railway museum and caterer
* Agreement Huize Molenaar
 |  |
| Andre | Inform suppliers about transmission of tasks between Sylvia and Miranda:* FSC
* Sodexo
* Botanical garden
* Railway museum
* Caterer railway museum
 |  |
| Lennart | Check specification banners and possibility to fix it.  |  |
| Andre | Discuss with Marco de Boer (F&C Beta faculty) and Lennart:* Know before you go to delegates
* How to process payments
 |  |
| Andre | Discuss content of speech with mayor and the rector magnificus |  |
| Andre | Discuss supplier agreements for bus transportation with Pieter Thijssen. | done |
| Andre | Prepare and sent out final announcement in the first week of June |  |
| Alessandro | Prepare hotel room divisionList with school participants |  |
|  |  |  |
| Paul | Set-up poster prize committee |  |
| Paul | Decide what to give to prize winners 🡪 The prize will be a certificate and 300 Euro award (as specified in email) |  |
| Paul | Apply changes to the plenary programme and add talks of the parallel programme |  |
| Cristina | Order bags |  |
| Cristina | Request proposal meeting materials |  |
| Barbara | Collect information from the participants who are interested to present a poster and provide a list of presenter. |  |
| Marco | Write content of programme booklet |  |
|  |  |  |
| Miranda | Set-up action list |  |
| Miranda | Get in touch with FSC to discuss floor plan, audio visual equipment / details, arrangements for poster boards, registration desk, display table, signage, bell |  |
|  | Get in touch with Sodexo to discuss catering:* School: 45 persons, 2 lunches + 3 coffee breaks and a welcome drink - EUR 30 per day is ok
* Conference
 |  |
| Miranda | Discuss rental possibilities bikes with Fietspunt (Note that Lennart has also experience with them) |  |
| Miranda | Request proposal for design and print of programme booklet and badges |  |
| Miranda | Prepare schedule with names, tasks, times for students (also include packing bags) |  |
| Miranda | Discuss details social programme with venues and suppliers:* Reception
* Dinner
* IAC meeting
 |  |
| Miranda | Request proposals for 3 excursions and discuss with Barbara |  |
| Miranda | Send information of meeting materials suppliers to Cristina. |  |
| Miranda | Request maps and general information flyer with Utrecht Toerisme |  |