**Minutes meeting SQM2017**

Date: Wednesday June 7, 2017

Place: Ornstein Laboratorium ONL 220

Participants: André Mischke (phone), Paul Kuijer (phone), Marco (phone), Alessandro Grelli (phone), Barbara Trzeciak, Cristina Bedda, (UU), Astrid Portier

 Miranda Schouten (Congress by design)

 **Welcome**

**Minutes and action list June 7**

|  |  |  |
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| 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
 | Done |
| Andre | Inform suppliers about transmission of tasks between Sylvia and Miranda:* FSC
* Sodexo
* Botanical garden
* Railway museum
* Caterer railway museum
 | Done |
| Lennart | Check specification banners and possibility to fix it.  | Done |
| Andre | Discuss with Marco de Boer (F&C Beta faculty) and Lennart:* Know before you go to delegates
* How to process payments
 | Done |
| Andre | Discuss content of speech with mayor and the rector magnificus | Mayor won’t come. Kabinetszaken Utrecht checks availability deputy mayor. |
| Andre | Discuss supplier agreements for bus transportation with Pieter Thijssen. | Done |
| Andre | Prepare and sent out final announcement in the first week of June | Working on it Ready end week / early next week  |
| Alessandro | Prepare hotel room divisionList with school participants | Working on it |
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| Paul | Set-up poster prize committee | Paul will prepare it  |
| 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 | Done |
| Cristina | Order bags | Done. Arrive next week (12/06). 220 ordered |
| Cristina | Request proposal meeting materials | Done |
| Barbara | Collect information from the participants who are interested to present a poster and provide a list of presenter. | Done |
| Marco | Write content of programme booklet | Working on it |
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| Miranda | Set-up action list | Done |
| Miranda | Get in touch with FSC to discuss floor plan, audio visual equipment / details, arrangements for poster boards, registration desk, display table, signage, bell | Done |
|  | 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
 | Done |
| Miranda | Discuss rental possibilities bikes with Fietspunt (Note that Lennart has also experience with them) | Done |
| Miranda | Request proposal for design and print of programme booklet and badges | Done |
| Miranda | Prepare schedule with names, tasks, times for students (also include packing bags) | Done |
| Miranda | Discuss details social programme with venues and suppliers:* Reception
* Dinner
* IAC meeting
 | DoneDoneDone |
| Miranda | Request proposals for 3 excursions and discuss with Barbara | Done |
| Miranda | Send information of meeting materials suppliers to Cristina. | Done |
| Miranda | Request maps and general information flyer with Utrecht Toerisme | Done |

* **Registrations and payments**

We have reached the maximum number of 220 registrations. However there are some people on list of who we are not sure if they come. Need to check:

* + If all speakers are registered – already done by Andre. Only 1 speaker misses on the registration list
	+ If delegates who are resigned from the school are still coming – action Alessandro
	+ If delegates who didn’t pay yet are coming – action Andre / Lennart
	+ Remove participants from illogical countries – action Andre / Lennart
	+ Remove double names – action Lennart
* **Programme update**
	+ Scientific programme – there is 1 more contribution in the parallel programme, this still need to be added. For the rest the programme is complete. No other news.
	+ School – no news.
	+ Posters – 21 / 22 posters are confirmed. Maybe we have to adjust the time of the poster reception (30 minutes less).
	+ Poster prize – the first idea was to have 2 poster- and 2 paper prizes. Since there are not that many posters, we should consider having only 1 poster and 3 other prizes. Andre will discuss with Paul.
	+ Other programme matters – 1 speaker (Daniel Cebra) is not responding to emails nor to phone calls. 🡪 solved he registered in the meanwhile.
* **Logistics**
	+ Floor plan – Miranda is waiting for a proper floor plan to draw the floor plan. She will ask Machiel van der Grift.
	+ Signage:
		- Sidewalk sign with SQM2017 poster close to Vagant
		- Poster with arrows at the bus stop
		- Roll-up banner outside at Koningsberger gebouw
		- Room names of BBG rooms with arrows on poster boards
	+ Catering – the current catering proposal is discussed. Decided to:
		- Add cookies (3 pp) for the school coffee breaks
		- Change the number of persons for the welcome coffees in the morning to 100
		- Number of persons for the welcome reception is 180
		- Proposal for the welcome reception with drinks, nuts, cold tapas (4 pp) and bitterballen is agreed
		- Fruit on Wednesday should be ready 13:30 hrs
		- Change number of persons on Saturday to 150
* **Social progamme**
	+ Excursions – the excursion programme is finalized. June 29 we have to confirm the final number of delegates per excursion.
	+ Dinner – Miranda will go to the venue on Friday to discuss dinner logistics.
* **Materials**
	+ Decided to go for a plastic **mug** of 300 ml instead of the ceramic one. The logo will be printed in 3 colors.
	+ 100 **t-shirts** will be ordered (50 in green and 50 in blue). T-shirts will be printed with a 3 color logo on the front (small) and on the back (big). Part will be used for volunteers. Other part can be sold on-site and paid for in cash. Participants should be informed about this.
	+ Pens – Christina selected a pen and this one will be ordered. The logo will be printed in the second version from the proposed (all texts horizontal).
* **Printed matter**
	+ Banners – Miranda discussed the possibilities with Tanja. Her feedback was that it is not possible to attach anything to the building. A banner will therefore only be used in the conference room (behind the speaker or in front of the big table).
	+ Conference booklet – Marco sent a draft version of the programme book for feedback. Andre will send comments as soon as possible 🡪 done.

**All other businesses**

* Miranda set-up a volunteer schedule. Alessandro will review and inform volunteers.
* The won’t be an AV desk. All presentations will be downloaded from Indico.
* Registration desk will be open all conference days and at least during breaks
* Astrid ordered pins to attaches posters to the poster boards
* All participants will need a receipt. Andre will prepare a first draft.
* There is a waiting list for new registrations and new registration will only be accepted when there are cancellations. Lennart and Andre will coordinate.

**Next meetings:**

June 21, 14:00 hrs

July 3, 10:00 hrs (meeting script)

New action list

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| Andre | Set-up receipt | done |
| Andre | Set-up text for final announcement | done |
| Andre | Arrange replacement for Daniel Cebra | done |
| Andre | Check if delegates who didn’t pay are still coming | ongoing |
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| Andre | Set-up and coordinate waiting list | ongoing |
| Andre | Remove delegates from delegate list who are not coming and double names | ongoing |
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| Paul | Set-up prizes |  |
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| Alessandro | Check volunteer schedule and inform volunteers about tasks |  |
|  | Check if delegates who are resigned from the school are still coming to the conference |  |
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| Christina | Order mugs, pens, t-shirts |  |
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| Miranda | Confirm number of delegates for excursions (June 29) |  |
| Miranda | Discuss logistics with Spoorwegmuseum |  |
| Miranda | Request final proposals from Sodexo |  |
| Miranda | Write meeting script |  |
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| Marco | Write content of programme book and send to Miranda on June 15 |  |
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| Astrid | Print room names BBG with arrows for signage |  |