

17<sup>th</sup> International Conference on  
**Strangeness in  
Quark Matter**



Universiteit Utrecht

10-15 July 2017  
Utrecht, the Netherlands



# **MEETING SCRIPT**

**SQM 2017**

**Utrecht / Koningsberggebouw**

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## GENERAL INFORMATION

Name : 17<sup>th</sup> International Conference on Strangeness in Quark Matter (SQM2017)  
 Dates : 10 – 15 July 2017

Number of participants : 220

Conference bureau : Congress by design  
 Postbus 77  
 3480 DB Harmelen  
 T: 030 880898101  
 F: 030 880898109

Miranda Schouten  
 T: 088 0898101  
 E. [schouten@congressbydesign.com](mailto:schouten@congressbydesign.com)

Invoice address : Universiteit Utrecht  
 T.a.v. ASC  
 Postbus 80011  
 3508 TA Utrecht  
 Factuurreferentie BN.000461

## CONTACTS ONSITE

### ORGANIZERS

Conference Manager	Congress by design <i>Onsite:</i> <i>Sunday: 14:30 – 16:30</i> <i>Monday: 07:30 – 10:30 / 17:00 – 17:30</i> <i>Wednesday: 0800 – 14:00 muv 10:30 – 12:30</i> <i>Thursday: 18:00 – 20:30</i> <i>Saturday: 10:00 – 13:00</i> Outside of these hours by phone	Miranda Schouten	06-83662138
Registration desk	General phone for delegates onsite	Andre and Paul	
SQM LOC	Conference chair and IAC meeting Delegate pack Summer school Programme on Indico and SQM prize, Indico Conference booklet and WiFi  Poster session Conference website, Indico Reimbursements	André Mischke (UU, chair) Cristina Bedda (UU) Alessandro Grelli (UU) Paul Kuijer (Nikhef, co-chair) Marco van Leeuwen (Nikhef) Thomas Peitzmann (UU) Raimond Snellings (UU, co-chair) Barbara Trzeciak (UU) Lennart van Doremalen Astrid Portier	06-41033691 06-46492436 06-46040267 06-46812070 06-45927802 06-48158552 06-10198288 06-84736875 06-30376542
Manager of the day	Sunday Monday Tuesday Wednesday Thursday Friday Saturday	Paul Kuijer Marco van Leeuwen Andre Mischke Barbara Trzeciak Alessandro Grelli Cristina Bedda	06-46812070 06-45927802 06-48158552 06-84736875 06-46040267 06-46492436

## VENUE AND SUPPLIERS

Venue : Koningsberger building – Universiteit Utrecht  
Budapestlaan 4  
3584 CD Utrecht

Contact venue : Tanja Schols  
T. 030 2538552 | 06 537 526 37  
E.T.Schols@uu.nl

Koningsbergergebouw	FSC  Catering – Sodexo Party manager  Reception Meldkamer Noodgevallen ICT servicedesk  Student for signage (FSC Tue – Fri)	Tanja Schols Joram van Delft (vanaf 7 uur) Willy Verbon  Cocky Rosier  Anouk van Midden	06 53752637 06 13926505 030-2538546 / 0681790821 030 253 7540 030 2534444 06 10550021 / 030 2535019
Sociaal programma: ▪ Welcome reception	Botanische tuinen	Rachel de Groot	06-53538003
▪ Excursies (wo)	Utrecht voor Groepen	Lisanne van Nie	030 236 00 20
▪ IAC meeting and dinner	Huize Molenaar		030-2310347
▪ Conference dinner	Spoorwegmuseum Catering – Vermaat	Elize Aal Frederique Kitschmann	030-2306228 06-43705684

## SUPPLIERS

<p><b>Venue:</b> UU &amp; SQM2017 T.a.v. FSC Evenementen, T. Schols Victor J. Koningsbergergebouw Budapestlaan 4 3584 CD Utrecht T: 06 53752637   030 2538552 E: T.Schols@uu.nl</p> <p><b>Catering – Sodexo</b> Contactpersoon: Willy Verbon-Gulij T: 030 2538546   06 50666189 E: uu.nl@sodexo.com</p> <p><b>Welcome reception</b> Botanische Tuinen Contactpersoon: Rachel de Groot T: 06-53538003 E: botanicacatering@hotmail.com</p> <p>Bestuurs- en concernstaf / Kabinet Nurcan Kaya <a href="mailto:n.kaya@utrecht.nl">n.kaya@utrecht.nl</a> 06-25017727 / 030-2861465</p>	<p><b>Excursions</b> Utrecht voor Groepen Contactpersoon: Lisanne van Nie T: 030 2360020 E: Groepen@toerisme-utrecht.nl</p> <p>Tourism Utrecht Convention bureau Contactpersoon: Monique Andre de la Porte T: 030 2360035 E: m.andredelaporte@toerisme-utrecht.nl</p> <p><b>Hotels</b> Booking by design Contactpersoon: Manon Zakai T: 020-3051363   <a href="tel:06-23038143">06-23038143</a> E: customer.service@bookingbydesign.com</p> <p><b>Vervoer</b> Fietspunt BV Nobelstraat 293 3512 EM Utrecht Contactpersoon: Martin van Bentum T: 06 20515680 E: inkoop@fietspunt.net</p>
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<p><b>Congresdiner</b>  Spoorwegmuseum  Contactpersoon: Sanne de Bos  Maliebaanstation, Utrecht  T: 030 2306211  E: <a href="mailto:s.d.bos@spoorwegmuseum.nl">s.d.bos@spoorwegmuseum.nl</a></p> <p>Catering – Vermaat  Contactpersoon: Frederique Kitschmann  T: 06-43705684  E: <a href="mailto:f.kitschmann@vermaatgroep.nl">f.kitschmann@vermaatgroep.nl</a></p> <p><b>IAC diner</b>  Huize Molenaar  Contactpersoon: Evelyn Blommaert  Korte Nieuwstraat 6-8, 3512 NM  T: 030-2310347  E: <a href="mailto:info@huizemolenaar.nl">info@huizemolenaar.nl</a></p>	<p><b>Congresmaterialen</b>  Creator Meeting Support (T-shirts, mokken, pennen)  Contactpersoon: Steffen Kalverboer  Bombaystraat 89  3047 BA Rotterdam  T: 010 2763113  E: <a href="mailto:info@creatormeetingsupport.com">info@creatormeetingsupport.com</a></p> <p><b>Drukwerk</b>  Drukkerij J. Bout &amp; Zonen  Contactpersonen: Herman Bout en Barbara  Ceintuurbaan 32-34  1271 BJ Huizen  T: 035 5253293  E: <a href="mailto:boutdruk@euronet.nl">boutdruk@euronet.nl</a></p>
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## OPENING HOURS

### REGISTRATION DESK & BIKE DESK

#### Opening hours registration and bike desk:

Sunday 09/07	16.00 – 18.00
Monday 10/07	08.00 - 18.00 (bike desk 08.00 – 11.00 for pick-up)
Tuesday 11/07	during coffee breaks (bike desk closed)
Wednesday 12/07	during coffee breaks registration desk)
Thursday 13/07	during coffee breaks (bike desk 15.30 – 16.00 for return)
Friday 14/07	during coffee breaks (bike desk 10.30 – 11.00 for return)
Saturday 15/07	08.30 – 11.00 / 13.00 – 13.30 (bike desk 08.30 – 11.00 for return)

### POSTERS

The poster session will take place on **Tuesday, 11 July 2017, from 16:00-18:00**. Poster boards will be placed on the ground floor of the Koningsberger building, where the conference takes place.

The poster area will be open for poster mounting from Monday after the lunch time (14:00) till Tuesday 14:00. The posters can remain on display until Thursday, 13 July 2017, 16:00.

Posters should be printed on A0 paper (width of 33.11 in / 84.1 cm and height of 46.81 in / 119 cm) or fit within this size. All posters should also be uploaded to the conference INDICO server.



Materials to bring by Cbd <ul style="list-style-type: none"> <li>• Badges</li> <li>• Delegates' lists</li> <li>• Onsite registration forms</li> <li>• Volunteer schedule</li> <li>• Documents bicycle rental</li> <li>• Clips</li> </ul>		Miranda	X X X x x
Materials to bring by Ornstein Laboratorium / Nikhef <ul style="list-style-type: none"> <li>- Programme per room, per day at the door</li> <li>- Poster board numbers</li> <li>- Signage as above</li> <li>- Geldkistje + envelop</li> <li>- Banners</li> <li>- T-shirts assistenten</li> <li>- Gereserveerd bordjes t.b.v. openingssessie (5x)</li> <li>- Awards</li> <li>- Laatste wijzigingen</li> <li>- Pins</li> <li>- Laptop and printer for registration desk</li> <li>- Conference kit</li> </ul>		Barbara Astrid  Astrid  Astrid Alessand Astrid	
Cash money		Andre	

## EXCURSIONS

Kruller Muller: max 40  
 City tour: max 80 personen  
 Kano's: no changes

***We will received contact details after receipt of payment***

▪ **EXCURSION 1**

**Kruller Muller**

Departure at 13:30 hrs from Koningsberger gebouw

Bus: Pouw Vervoer – 030-6868300  
 Kruller Muller – 0318-591241

Bus aan zijkant Koningsberger

Contact: Mike Sas

07/07: 33 registrations



▪ **EXCURSION 2**

**Canal boat tour and city tour**

Shipping Company Schuttevaer  
 Oudegracht a/d werf nr. 85, Utrecht  
 T: 030 2720111

Naam gidsen:  
 Hanneke Blijham: 06-49646336  
 Willemijn Blanki: 06-10957416  
 Wendy de Keijzer: 06-81521728  
 Jan van Kasteel: 06-38731564

Contact: Luuk Vermunt

07/07: 63 registrations

▪ **EXCURSION 3**

**Canoeing**

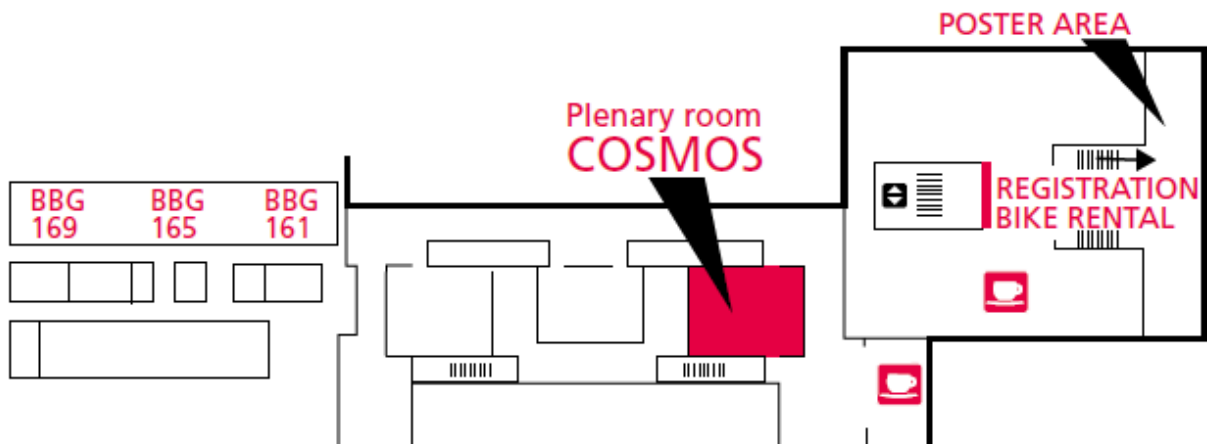
Botenverhuur de Rijnstroom  
 "Monicabrug", Nieuwekade, Utrecht  
 T. 030-2521311 | 06-53684329

Contact: Barbara / Cristina

07/07: 47 registrations

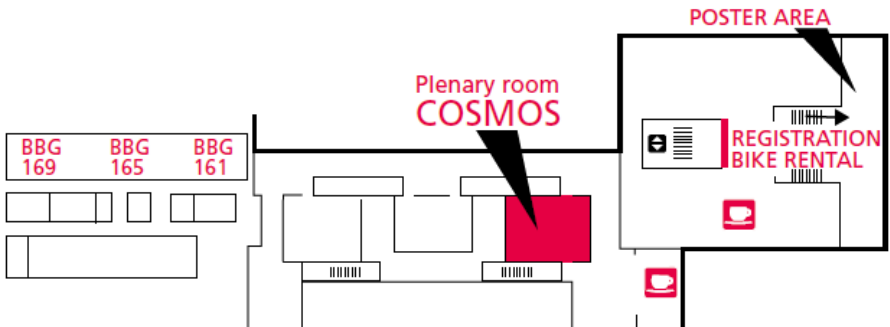
## SIGNAGE & FLOORPLAN

- Posters with arrows at bus stop
- Side walk sign at street side close to Vagant
- Room names of BBG rooms with arrows on poster boards on first floor
- Signs for registration desk: A - F / G - L / M - R / S - Z
- Signs for Bike desk
- Roll-up banner on ground floor
- A sign at room Cosmos with text 'please use the back entrance when the session has started' en pijl.





## ROOM SET UP KONINGSBERGERGEBOUW

Room	Needs
<b>Internet</b>	WiFi network (kostenloos) Login: UU_visitor, no password required
<b>Signage outside</b>  <b>Signage inside</b>	<p>By Tanja (FSC)</p> <ul style="list-style-type: none"> <li>• Stoepbord sign from busstop</li> </ul> <p>By Andre:</p> <ul style="list-style-type: none"> <li>• Poster for stoepbord</li> <li>• 1x banner outside (kan alleen losstaan)</li> </ul> <p>By Andre:</p> <ul style="list-style-type: none"> <li>• 1x banner inside (roll-up onderaan trap)</li> <li>• Use of screens (program on the small screens on the first floor and poster on the big screen at the entrance)</li> </ul> <p>3x Poster boards with signs to:</p> <ul style="list-style-type: none"> <li>• Room Cosmos</li> <li>• Room BBG 161, BBG 165, BBG 169</li> </ul>
<b>Koningsbergergebouw</b>	<p>Outside</p> <p>Bicycles outside on grass, left side of entrance. Or right side of entrance next to picnic tables. Don't leave them outside during the night <i>Snachts fietsen verplaatsen naar de fietsenstalling.</i></p>
<b>Koningsbergergebouw</b>  <i>Openinghours for SQM</i> <i>July 8: 08.00 – 17.30</i> <i>July 9: 11.30 - 18.30</i> <i>July 10: 07.15 – 18.30</i> <i>July 11: 07.30 – 18.30</i> <i>July 12: 07.30 – 14.30</i> <i>July 13: 07.30 – 18.30</i> <i>July 14: 07.30 – 18.30</i> <i>July 15: 08.00 – 14.00</i>	<p>Ground floor - posters</p> <p>By FSC:</p> <ul style="list-style-type: none"> <li>• 12x Poster boards (120 breed, 150 hoog)</li> <li>• Pins (by Astrid)</li> <li>• Poaster board numbers by Barbara</li> </ul> <p>Floor plan:</p> 
<b>Koningsbergergebouw</b>	<p><b>First floor – registration area</b></p> <p><b>General</b></p> <p>By FSC:</p> <ul style="list-style-type: none"> <li>• 3x Cloackroom</li> </ul> <p><b>Registration desk</b></p> <p>By FSC:</p> <ul style="list-style-type: none"> <li>• 3x tables (1,60 m) (A - F / G - L / M - R / S - Z)</li> <li>• 1x extra small table for printer and laptop</li> <li>• 1x table for display material (1,60)</li> <li>• 4x chairs</li> <li>• 2x electricity (is standard aanwezig)</li> </ul>

<p><b>Bike desk</b></p>	<p><b>Signage at registration desk</b> (left to right): A - F / G - L / M - R / S - Z</p> <p>By UU / Nikhef:</p> <ul style="list-style-type: none"> <li>• 1x laptop en printer</li> </ul> <p>By FSC:</p> <ul style="list-style-type: none"> <li>• 1 table (1,60)</li> <li>• 2x chairs</li> </ul> <p><b>Signage: Bike desk</b></p> <p>General:</p> <ul style="list-style-type: none"> <li>• Keys for bikes</li> <li>• Folder for agreements</li> <li>• Documents</li> </ul>
<p><b>Koningsbergergebrouw</b></p> <p><b>Catering</b></p>	<p>Catering area</p> <p>Inrichting door Sodexo (conform plattegrond):</p> <ul style="list-style-type: none"> <li>• 8x lunch / coffee buffetten</li> <li>• 18x High tables</li> </ul>
<p><b>COSMOS</b></p>	<p><b>PLENARY SESSIONS</b></p> <p><b>Opstelling:</b></p> <ul style="list-style-type: none"> <li>• 220x theater</li> </ul> <p><b>Needs:</b></p> <ul style="list-style-type: none"> <li>• Standaard zaallicht</li> <li>• Computer</li> <li>• Projector</li> <li>• Screen</li> <li>• 2x Laser pointer (get from reception – works only on UU computer)</li> <li>• 2x Remote control (get from reception – works only on UU computer)</li> <li>• 1x Head set microphone (get from reception)</li> <li>• 2x wireless Handheld microphone (get from reception)</li> <li>• Geluidsversterking</li> <li>• Katheder</li> <li>• <b>Barbara checkt timers</b></li> <li>• EXTRA BATTERIES FOR POINTERS</li> </ul> <p><b>Sodexo:</b></p> <ul style="list-style-type: none"> <li>• Water voor spreker</li> </ul> <p><b>UU:</b></p> <ul style="list-style-type: none"> <li>• Sign ‘please use back entrance when the session has started’</li> <li>• 5x gereserveerd bordjes t.b.v. opening</li> </ul>
<p><b>BBG 161, 165, 169</b> <i>July 13: 08.00 – 12.45</i> <i>July 14: 12.00 – 18.30</i></p>	<p>Used for parallel sessions</p> <p><b>Set-up:</b> Room 161: 64 theater Room 165: 56 theater Room 169: 56 theater</p> <p><b>Needs:</b></p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• Projector</li> </ul>

	<ul style="list-style-type: none"> <li>• Screen</li> <li>• Lectern not present (use docententafel)</li> <li>• No sound</li> <li>• Laser pointer (get from reception – works only on UU computer)</li> <li>• Remote control (get from reception – works only on UU computer)</li> </ul> <p>Sodexo:</p> <ul style="list-style-type: none"> <li>• Water for speakers</li> </ul>
<p><b>Room Atlas</b></p> <p><i>July 8: 08.00 – 17.30</i>  <i>July 9: 11.30 – 16.30</i></p>	<p>Used Graduate School</p> <p><b>Set-up:</b>  150 persons theater</p> <p><b>Needs:</b></p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• Projector</li> <li>• Screen</li> <li>• Lectern</li> <li>• Sound equipment</li> <li>• Presenter</li> <li>• 1x Head set microphone (get from reception)</li> <li>• 2x wireless Handheld microphone (get from reception)</li> <li>• Laser pointer (get from reception – works only on UU computer)</li> <li>• Remote control (get from reception – works only on UU computer)</li> </ul> <p>Sodexo:</p> <ul style="list-style-type: none"> <li>• Water voor sprekers</li> </ul>

## CATERING OVERVIEW

2x Water coolers in catering area

Time	Where	What	# pax
<b>Saturday July 8</b>			
09.30 – 10.00	Kiosk KbG	Coffee, tea, cream pie	45
11.00 – 11.20	Kiosk KbG	Coffee, tea, water, cookies (3pp)	45
12.50 – 13.50	Kiosk KbG	Lunch, Assortiment of sandwiches and wraps, sausage roll and cheese roll, fruitsalade, Melk en karnemelk, orange juice, Water	45
14.50 – 15.20	Kiosk KbG	Coffee, tea, cookies (3pp)	45
<b>Sunday July 9</b>			
12.30 – 13.30	Kiosk KbG	Lunch, mini sandwiches and wraps, fresh fruit of the season, milk, orange juice, Water	45
14.15 – 14.35	Kiosk KbG	Coffee, tea, cookies (3pp)	45
<b>Monday July 10</b>			
08.00 – 09.00	Kiosk KbG	Coffee, tea, cookies	100
10.45 – 11.15	Kiosk KbG	Coffee, tea, domtorentjes	200
12.40 – 14.00	Kiosk KbG	Mini afbakbroodjes met boter, salade caprese, koude pasta salade, vegetarische lasagna, Bolognese, penne, gegrilde groente, fruitsalade, vruchtensappen, water	200
15.30 – 16.00	Kiosk KbG	Coffee, tea, sodas, water, celebrations	200
18.20 – 20.30	Botanic gardens Serre	Welcome reception Water, Sodas, beer, wine Mix of nuts and salty bites on the tables Koude tapas: stukjes brood met brie en pesto, carpaccio, mozzarella, zalm, tapenade, broken kaas, gevulde eitjes, etc. – 3 or 4 pp Bitterballen	180
<b>Tuesday July 11</b>			
08.30 – 09.00	Kiosk KbG	Coffee, tea	100
10.00 – 10.30	Kiosk KbG	Coffee, tea, cookies	200
12.00 – 13.30	Kiosk KbG	Mini afbakbroodjes met boter, salade met gerookte kipfilet, tomatensalade, hollandse krieljtjes, witte rijst, gemengde groente, ragout van bospaddenstoelen, coq au vin, yoghurt, vruchtensappen, water	200
15.30 – 16.00	Kiosk KbG	Coffee, tea, sodas, water, celebrations	200
18.00 – 20.00	Huize Moolenaar	<i>IAC Meeting</i> Coffee, tea, water, friandises, pepermint	25
20.00 – 22.00	Huize Moolenaar	<i>IAC dinner</i> Aperitief, zoutjes, nootjes en olijven Amuse Menu du chef 4 gangen Mocca met huisgemaakte friandises en chocolade	25
<b>Wednesday July 12</b>			
08.30 – 09.00	Kiosk KbG	Coffee, tea	100
10.30 – 11.00	Kiosk KbG	Coffee, tea, mini donut	200
12.30 – 14.00	Kiosk KbG	Mini afbakbroodjes met boter, salade met bonen,	200

		mais, rode ui en avocado, groene salade, wraps, mexicaanse rijst, gegrilde mexicaanse groente, kip, tortillechips met toebehoren, vruchtensappen, water Take away boxes	
13.30	Kiosk KbG	Bottles of water and fruit	
<b>Thursday July 13</b>			
08.30 – 09.00	Kiosk KbG	Coffee, tea	100
10.20 – 10.50	Kiosk KbG	Coffee, tea, butter cake	200
12.30 – 14.00	Kiosk KbG	Mini afbakbroodjes met boter, griekse salade, groene salade met olijven, souflaki, falafel, tomatenrijst, rozemarijn aardappeltjes, tzatziki saus, fruitsalade, vruchtensappen, water	200
15.30 – 16.00	Kiosk KbG	Coffee, tea, sodas, water, celebrations	200
19.00 – 23.00	Spoorwegmuseum	Conference banquet	183
19.15 – 19.45	Spoorwegmuseum	Toast met zeezout en rozemarijs met o.a. zalm, ham, komkommer en ei	
19.45 – 20.10	Spoorwegmuseum	Soave gregoris giovanni fattori en las brisas cabernet sauvignon-merlot en water on tables Beer, sodas and orange juice upon request Vanmenno brood met roomboter, zeezout en olijfolie	
20.10 – 23.00	Spoorwegmuseum	4 course dinner Tonijn op wasabi crème met mango, shiso purper, gefrituurde rijstemie *** Tomaten bouillon *** Kabeljauw of parelhoenfilet of gevulde portobello *** Rood fruit dessert *** Macarons, koffie, thee	
<b>Friday July 14</b>			
08.30 – 09.00	Kiosk KbG	Coffee, tea	100
10.40 – 11.10	Kiosk KbG	Coffee, tea, cookies	200
13.05 – 14.00	Kiosk KbG	Mini afbakbroodjes met boter, spaanse tomatensalade, groene salade met olijven, paella vegetarisch en vis/kip, tortilla, kip, yoghurt, vruchtensappen, water	200
15.35 – 16.05	Kiosk KbG	Coffee, tea, sodas, water, celebrations	200
<b>Saturday July 15</b>			
08.30 – 09.00	Kiosk KbG	Coffee, tea	75
10.30 – 11.00	Kiosk KbG	Coffee, tea, mini muffin	100
12.15 – 13.30	Kiosk KbG	Lunch packages <i>Luxe driehoeksandwich, flesje bronwater, servetje en een stuk handfruit</i>	100

## DIETARY REQUIREMENTS

### SODEXO

Get special meal from catering staff.

Name	Dietary requirements
Yuncun He	Fruit (juist wel of geen?)
Herbert Stroebele	Glutenfree (special meal)
said talbaoui	halal food (vegetarian?)
Lata Thakur	Pure Vegetable Foods and Fruits (special meal)
Maitreyee Mukherjee	Veg
Laure Marie Massacrier	vegetarian
Lennart Van Doremalen	vegetarian
Pallavi Gupta	Vegetarian
Dieter Roehrich	No Citrus for acc person

### Welcome reception

Halal food	1x
Vegetarian	4x
Other	1x Pure Vegetable Foods and Fruits 1x No Citrus

### Conference dinner– Spoorwegmuseum

Gluten free	1x Said Talbaoui
No Citrus	1x Dieter Roehrich (acc person)
Vegetarian (will eat fish)	..
Kosher	..
Other	..

## CONGRES ASSISTANTS

**Aandachtspunt: Alle aanwezige studenten in pauzes zorgen voor stroom mensen.**

#### Friday July 7

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3	AIO 4
Pack bags	220	13:30	15:30	Cristina	Lennart van Doremalen	Jasper van der Maarel	Luuk Vermunt	Peter Gaemers
General instruction	220	15:30	16:30					

#### Sunday July 9

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3
Registration - and bike desk	First floor	15:30	18:00	Miranda	Astrid	Lennart van Doremalen	Jasper van der Maarel
Room attendant graduate school	n.t.b.	9:00	18:00	Alessandro	x		

Monday July 10

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3	AIO 4	AIO 5	Student 1	Student 2	Student 3	Student 4	Student 5
Registration desk	1st floor	7:30	9:30	Miranda / Astrid	Henrique Zanoli									
Registration desk	1st floor	7:30	18:15	Miranda	Cristina	Naghmeh Mohammadi	Annelies Veen							
Bike desk	1st floor	7:30	11:00	Miranda				Peter Gaemers						
Runner	Overal/ingang	7:30	18:15	Miranda					Manon Verra					
Poster assistentie	Poster area	15:30	16:00	Barbara						Yingru Xu				
Room attendant (speakers)	Cosmos	8:30	18:15					Lennart van Doremalen	Jacopo Margutti					
Room attendant (microphone)	Cosmos	8:30	18:15							Neelima Agrawal	Kunal Garg			
Room attendant (badge check)	Cosmos	8:30	18:15										Vipul Bairathi	Niels-Uwe Bastian
Check badges reception	Botanical garden	18:15	19:00	Miranda	Naghmeh Mohammadi									

Tuesday July 11

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3	AIO 4	AIO 5	Student 1	Student 2	Student 3	Student 4	Student 5
Information desk (breaks)	1st floor	8:30	18:00	Marco	Mike Sas	Jacopo Margutti								
Runner	Overal/ingang	7:30	18:15	Marco			Auro Mohanty							
Poster area assistance	Poster area	8:30	16:00	Barbara						Zhanna Khabanova				
Room attendant (speakers)	Cosmos	8:30	18:15	Marco				Darius Keijdener						
Room attendant (microphone)	Cosmos	8:30	18:15	Marco						Ni Hong	Gabor Biro			
Room attendant (badge check)	Cosmos	8:30	18:15	Marco									Chandroday Chattopadhyay	Audrey Francisco

Wednesday  
July 12

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3	AIO 4	AIO 5	Student 1	Student 2	Student 3	Student 4	Student 5
Information desk (breaks)	1st floor	8:30	14:00	Miranda	Lennart van Doremalen									
Runner	Overal/ingang	7:30	14:00	Miranda			Goran Simatovic							
Room attendant (speakers)	Cosmos	8:30	12:30	Andre				Rihan Haque						
Room attendant (microphone)	Cosmos	8:30	12:30	Andre						Nikolay Geraksiev	Fabrizio Grosa			
Room attendant (badge check)	Cosmos	8:30	12:30	Andre								Robert Hambrock	Julien Charles Hamon	

Thursday July  
13

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3	AIO 4	AIO 5	Student 1	Student 2	Student 3	Student 4	Student 5
Information - and bike (breaks)	1st floor	8:30	18:00	Miranda	Luuk Vermunt									
Runner	Overal/ingang	13:00	18:00	Miranda		Henrique Zanoli								
Room attendant (speakers)	Cosmos	8:30	18:00	Barbara			Davide Caffarri							
Room attendant (microphone)	Cosmos	8:30	18:00	Barbara						Volodymyr Vovchenko	Cristiane Jahnke			
Room attendant (badge check)	Cosmos	8:30	18:00	Barbara								Tobias Kunz	Arvind Khuntia	
Room attendant (speakers))	BBG 161	8:30	12:30					Mike Sas						
Room attendant (speakers))	BBG 165	8:30	12:30						Auro Mohanty					
Room attendant (speakers)	BBG 169	8:30	12:30			Syaefudin Jaelani								
Check tickets	Spoorwegmuseum	18:40	20:00	Miranda	Jasper	Henrique Zanoli								



Friday July 14

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3	AIO 4	AIO 5	Student 1	Student 2	Student 3	Student 4	Student 5
Information - and bike	1st floor	8:30	18:00	Miranda	Darius Keijdener	Syaefudin Jaelani								
Runner	Overal/ingang	8:30	13:00	Miranda		Zhanna Khabanova								
Room attendant (speakers)	Cosmos	8:30	18:00	...			Jasper van der Maarel							
Room attendant (microphone)	Cosmos	8:30	18:00	...						Viktar Kireyeu	Joana Wirth			
Room attendant (badge check)	Cosmos	8:30	18:00	...								Igor Kostiuk	Kai Zhou	
Room attendant (speakers)	BBG 161	13:30	18:00					Rihan Haque (PD)						
Room attendant (speakers)	BBG 165	13:30	18:00						Annelies Veen					
Room attendant (speakers)	BBG 169	13:30	18:00			Henrique Zanoli								

Saturday July 15

Task	Room	Start time	End time	Coordination	AIO 1	AIO 2	AIO 3	AIO 4	AIO 5	Student 1	Student 2	Student 3	Student 4	Student 5
Information - and bike	First floor	8:30	18:00	Miranda	Peter Gaemers	Rihan Haque								
Runner	Overal/ingang	8:30	15:30	Miranda		Naghme Mohammadi								
Room attendant (speakers)	Cosmos	8:30	15:30	...			Davide Caffari							
Room attendant (microphone)	Cosmos	8:30	15:30	...						Lijia Jiang	Xu Sun			
Room attendant (badge check)	Cosmos	8:30	15:30	...								Maciej Piotr Lewicki	Elizaveta Nazarova	

## PROGRAMME OVERVIEW

<b>Saturday July 8</b>		
<b>Summerschool</b>		
09.30 – 10.00	Welcome	Atlas
10.00 – 11.00	Plenary session	Atlas
11.00 – 11.20	Coffee break	Kiosk KbG
11.20 – 12.50	Plenary session	Atlas
12.50 – 13.50	Lunch	Kiosk KbG
14.00 – 14.50	Plenary session	Atlas
14.50 – 15.20	Coffee break	Kiosk KbG
15.20 – 17.00	Plenary session	Atlas
<b>Sunday July 9</b>		
<b>Summerschool &amp; preregistration</b>		
12.30	Start set-up registration, poster boards, signage, plenary room	Koningsbergergebouw
12.30 – 13.30	Lunch	Kiosk KbG
13.00 – 15.00	Deliver bikes by Fietspunt BV	Entrance Koningsbergergebouw
13.35 – 14.15	Plenary session	Atlas
14.15 – 14.35	Coffee break	Kiosk KbG
14.35 – 16.00	Plenary session	Atlas
16.00 – 18.00	Registration and bike desk open	Koningsbergergebouw
<b>Monday July 10</b>		
07.30	Arrival volunteers	
08.00 – 11.00	Bike desk open	First floor
08.00 – 18.00	Registratiebalie open	First floor
09.00 – 10.30	Plenary 1	Cosmos
10.30 – 11.00	Break	Kiosk KbG
11.00 – 12.30	Plenary 2	Cosmos
12.30 – 14.00	Lunch	Kiosk KbG
14.00 – 15.30	Plenary 3	Cosmos
15.30 – 16.00	Break	Kiosk KbG
16.00 – 17.30	Plenary 4	Cosmos
18.20 – 20.30	Welcome reception	Botanic gardens
<b>Tuesday July 11</b>		
07.30	Arrival volunteers	
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 18.00	Registratiebalie open	
09.00 – 10.30	Plenary 5	Cosmos
10.30 – 11.00	Break	Kiosk KbG
11.00 – 12.30	Plenary 6	Cosmos
12.30 – 14.00	Lunch	Kiosk KbG
14.00 – 15.30	Plenary 7	Cosmos
15.30 – 16.00	Break	Kiosk KbG
16.00 – 17.30	Poster session	Ground floor
18.00 – 20.00	IAC Meeting	Huize Molenaar
20.00 – 22.00	IAC dinner	Huize Molenaar
<b>Wednesday July 12</b>		

07.30	Arrival volunteers	
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00	Registratiebalie open (pick up of 1 bike from registration desk)	First floor
09.00 – 10.30	Plenary 8	Cosmos
10.30 – 11.00	Break	Kiosk KbG
11.00 – 12.30	Plenary 9	Cosmos
12.30 – 14.00	Lunch	Kiosk KbG
14.00 – 18.00	Excursions	
<b>Thursday July 13</b>		
07.30	Arrival volunteers	
15.30 – 16.00	Bike desk open	
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00 / 18.00 – 18.15	Registratiebalie open	
09.00 – 10.30	Parallel 2	Cosmos, BBG 161, 165, 169
10.30 – 11.00	Break	Kiosk KbG
11.00 – 12.30	Parallel 3	Cosmos, BBG 161, 165, 169
12.30 – 14.00	Lunch	Kiosk KbG
14.00 – 15.30	Plenary 10	Cosmos
15.30 – 16.00	Break	Kiosk KbG
16.00 – 17.30	Plenary 11	Cosmos
19.00 – 23.00	Conference banquet	Spoorwegmuseum
<b>Friday July 14</b>		
07.30	Arrival volunteers	
10.30 – 11.00	Bike desk open	
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00	Registratiebalie open	
09.00 – 10.30	Plenary 12	Cosmos
10.30 – 11.00	Break	Kiosk KbG
11.00 – 12.30	Plenary 13	Cosmos
12.30 – 14.00	Lunch	Kiosk KbG
14.00 – 15.30	Parallel 4	Cosmos, BBG 161, 165, 169
15.30 – 16.00	Break	Kiosk KbG
16.00 – 17.30	Parallel 5	Cosmos, BBG 161, 165, 169
<b>Saturday July 15</b>		
07.30	Arrival volunteers	
08.30 – 11.00	Bike desk open	
08.30 – 11.00 / 13.00 – 13.30	Registratiebalie open	
09.00 – 10.30	Plenary 14	Cosmos
10.30 – 11.00	Break	Kiosk KbG
11.00 – 12.30	Plenary 15	Cosmos

## BICYCLES

### 2 Spare bikes available

Pick-up	Number
Sunday, July 9	21
Monday, July 10	19
Tuesday, July 11	2
Wednesday, July 12	1

Return	Aantal
Thursday, July 13	1
Friday, July 14	9
Saturday, July 15	33

ID	Name	Pick-up	Return
189	Dennis Weiser	9-jul	13-jul
81	Fabrizio Grosa	9-jul	14-jul
144	Burkhard Kampfer	9-jul	14-jul
193	Albert Bursche	9-jul	14-jul
207	Joachim Stroth	9-jul	14-jul
64	George Prokhorov	9-jul	15-jul
80	Emilien Chapon	9-jul	15-jul
87	Elizaveta Nazarova	9-jul	15-jul
88	Niels-Uwe Bastian	9-jul	15-jul
107	Boris Hippolyte	9-jul	15-jul
126	George Stephans	9-jul	15-jul
135	Paolo Giuseppe Alba	9-jul	15-jul
140	Yingru Xu	9-jul	15-jul
145	Juan Torres-Rincon	9-jul	15-jul
175	David Dobrigkeit Chinellato	9-jul	15-jul
183	Ivan Vorobyev	9-jul	15-jul
185	Marek Gazdzicki	9-jul	15-jul
220	Javier Martin Blanco	9-jul	15-jul
221	Antoine Lardeux	9-jul	15-jul
242	David Tlusty	9-jul	15-jul
	acc. Person David Dobrigkeit Chinellato	9-jul	15-jul
42	Heidi Schuldes	10-jul	14-jul
68	Gabor Biro	10-jul	14-jul
176	Orlando Villalobos Baillie	10-jul	14-jul
205	Livio Bianchi	10-jul	14-jul
215	alexandre suaide	10-jul	14-jul
31	Christoph Blume	10-jul	15-jul
98	Ramona Vogt	10-jul	15-jul
129	Susumu SATO	10-jul	15-jul
141	In Kwon Yoo	10-jul	15-jul
147	Jihye Song	10-jul	15-jul
154	Javier Castillo Castellanos	10-jul	15-jul
156	Claudia Hoehne	10-jul	15-jul
157	Audrey Francisco	10-jul	15-jul
163	Jiayin Sun	10-jul	15-jul
167	Murad Sarsour	10-jul	15-jul
170	Fuqiang Wang	10-jul	15-jul
211	Hong Ni	10-jul	15-jul
219	Jaime Norman	10-jul	15-jul
223	Yen-Jie Lee	10-jul	15-jul
153	Marlene Nahrgang	11-jul	15-jul
165	Marcus Bluhm	11-jul	15-jul
83	Viktor Begun	12-jul	15-jul

## DETAILED SCRIPT

### SATURDAY JULY 8

When	What	Where	Who
08.30	Present - Set-up registration - Get microphones from reception desk - Check room and equipment - Water available for speakers	Koningsbergergebouw  Atlas Atlas	Alessandro Cristina Alessandro Alessandro Sodexo
09.15	Check catering ready for welcome	Kiosk KbG	Alessandro
09.30 – 10.00	Welcome <i>Coffee, tea, cream pie</i>		Sodexo
10.00 – 11.00	Introduction and plenary lecture	Atlas	
11.00	Break <i>Coffee, tea, water, cookies (3pp)</i>	Kiosk KbG	Sodexo
11.20 – 12.50	Plenary lectures		
12.40	Check catering ready for lunch	Kiosk KbG	Alessandro
12.50 – 13.50	Lunch <i>Assortiment of sandwiches and wraps, sausage roll and cheese roll, fruitsalade, Melk en karnemelk, orange juice, Water</i>	Kiosk KbG	
13.00	During lunch refresh water for speakers	Atlas	Sodexo
14.00 – 14.50	Plenary lectures	Atlas	
	Check catering ready for break	Kiosk KbG	Alessandro
14.50 – 15.20	Coffee break <i>Coffee, tea, cookies (3pp)</i>	Kiosk KbG	Sodexo
15.30 – 17.00	Plenary lectures	Atlas	
17.15	Return microphones to reception desk		Alessandro

### SUNDAY JULY 9

When	What	Where	Who
<11.15	FSC ready with set-up <i>Coffee and tea available for organisation</i>	Koningsbergergebouw	
11.30	Present - Set-up registration - Get microphones from reception desk - Check room and equipment - Water available for speakers - Signage for Graduate school	Koningsbergergebouw  Atlas Atlas	Alessandro Alessandro Alessandro Alessandro Sodexo Alessandro
12.30 – 13.30	Lunch <i>mini sandwiches and wraps, fresh fruit of the season, milk, orange juice, Water</i>	Kiosk KbG	
14.30	Present - last meeting with venue		Miranda / Andre
11.30	Delivery of poster boards		Barbara
13.35 – 14.15	Plenary lectures	Atlas	
14.05	Check if catering is ready for coffee break	Kiosk KbG	Alessandro

14.15 – 14.35	Coffee break <i>Coffee, tea, cookies (3pp)</i>	Kiosk KbG	Sodexo
14.30 – 15.00	Deliver bikes by Fietspunt BV	Entrance Koningsbergergebouw	Miranda
14.35 – 16.00	Plenary lectures	Atlas	
14.45	Start set-up registration, poster boards, signage, plenary room	Koningsbergergebouw	
	Registration desk and bike desk (forms, badges, vouchers, etc)		Miranda
	Poster boards (numbers, pins (by Astrid))		Barbara
	Place signage (and check if all is clear)		Astrid
	Plenary room (signs, banner, load presentations)		Andre / Lennart
15.30	Arrival volunteers for registration and bike desk. Hand out t-shirts, instruction and tour	Koningsbergergebouw	Miranda
16.00 – 18.00	Registration and bike desk open	First floor	Astrid, Lennart
	Registration desk hand out: - Badge - Voucher - Bag with materials		
	Registrations not paid: • Payment in cash • Copy of payment • For those who pay by bank transfer complete credit card form for guarantee		
	Bike desk: - Documents - Keys - ...		
16.15	Return microphones to reception desk		Alessandro
17.30	Tidy up registration desk <i>(leave materials in room 020 – get pass from reception)</i>		

## MONDAY JULY 10

When	What	Where	Who
< 07.00	NB for UU: Clean toilets regularly UU ready with set-up met opbouw. <i>Coffee and tea available for organisation</i>	Koningsbergergebouw Koningsbergergebouw	UU
07.30	Present - last meeting with venue		Miranda / Andre
07.30	Arrival volunteers Check signage still on place	Koningsbergergebouw	
07.45	Get microphone and presenters from reception desk and check / open room: - Check room set-up - Start and check AV equipment - Check water available for speakers - Load presentations on computer - Welcome chair and speakers and give instructions on use AV equipment	Cosmos	Andre / Paul
07.40	Prepare registration and bike desk		Miranda

08.00 – 09.00	Welcome coffee <i>Coffee, tea, cookies</i>	Kiosk KbG	Sodexo
08.00 – 11.00	Bike desk open - Let delegates sign agreement (EUR 8,- per 24 hours) - Hand-out keys - Put signed agreement in folder	Koningsbergergebouw	
08.00 – 18.00	Registratiebalie open, hand out: - Badge with vouchers - Programme book - Bag with materials	Koningsbergergebouw	
08.20	Volunteers go to room for instruction <i>Keep door closed until everything and everyone is ready</i>	Cosmos	
08.50	Call delegates to room by using fietsbel		
09.00 – 10.45	Plenary 1	Cosmos	
09.05	Close door in front and refer delegates to back entrance		
09.30	Send final numbers to Rachel for reception		Miranda
10.30	Check catering ready for break	Kiosk KbG	Miranda
10.45 – 11.15	Break <i>Coffee, tea, domtorentjes</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
10.30	Miranda will leave the conference venue Call delegates to room by using the fietsbell		Paul
11.15 – 12.40	Plenary 2	Cosmos	
12.30	Check catering ready for lunch	Kiosk KbG	Paul
12.40 – 14.00	Lunch <i>Mini afbakbroodjes met boter, salade caprese, koude pasta salade, vegetarische lasagna, Bolognese, penne, gegrilde groente, fruitsalade, vruchtensappen, water</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the lunch to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
	Refresh water for speakers during lunch break		Sodexo
	Call delegates to room by using fietsbel		Paul
14.00 – 15.30	Plenary 3		
15.20	Check catering ready for break	Kiosk KbG	
15.30 – 16.00	Break <i>Coffee, tea, sodas, water, celebrations</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
	Call delegates to room by using fietsbel		Paul
16.00 – 18.00	Plenary 4		
17.00	Miranda and 2 volunteers to Botanic gardens for last briefing and check. Bring delegate list.	Botanic gardens	Miranda
	Volunteers wait at head entrance to check vouchers.		

	Make sure to check delegates without vouchers on the delegate list. Delegates without badge and not on delegate list cannot enter.		
17.30	Miranda will leave reception venue. Andre will be contact person for the rest of the evening.		Miranda / Andre
18.20	Return microphones to reception	Koningsberger	Paul
18.20 – 20.30	Welcome reception (180 persons)	Botanic gardens	
	2 volunteers at head entrance to check badges 1 table at head entrance 1 lectern in the Serre 1 microphone on tripod Decoratie tafels: verse bloemen, kledjes, servetten		
	18.30 – 19.00 Ontvangst 19.30 – 19.45 Welcome by Andre Andre announces Victor Everhardt (deputy Mayor) Speech Victor Everhardt		
	<b>Ontvangst met Prosecco</b>		
	<i>Drinks "Hollands" assortiment; wijn, bier, jus d'orange en frisdranken</i>		
	<i>Water, Sodas, beer, wine Mix of nuts and salty bites on the tables Koude tapas: stukjes brood met brie en pesto, carpaccio, mozzarella, zalm, haring, paling, tapenade, brokken kaas, gevulde eitjes, etc. – 3 or 4 pp Bitterballen</i>		
18.50	Arrival Victor Everhardt – Welcome by Andre	Main entrance	Andre
20.30	End		

## TUESDAY JULY 11

When	What	Where	Who
< 07.00	NB for UU: Clean toilets regularly UU ready with set-up met opbouw. <i>Coffee and tea available for organisation</i>	Koningsbergergebouw	UU
07.30	Arrival volunteers and organisation Check signage still on place	Koningsbergergebouw	
07.45	Get microphone and presenters from reception desk and check / open room: - Check room set-up - Start and check AV equipment - Check water available for speakers - Load presentations on computer - Welcome chair and speakers and give instructions on use AV equipment	Cosmos	Marco Andre / Paul
07.40	Prepare registration desk		Marco / Lennart
08.30 – 11.00	Student from FSC present to guide delegates and make sure GEO delegates and SQM delegates doesn't get mixed.	Koningsbergergebouw	FSC student Anouk van Midden



08.30 – 09.00	Welcome coffee <i>Coffee, tea</i>	Kiosk KbG	Sodexo
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 18.00	Registratiebalie open, hand out: - Badge and vouchers - Programme book - Bag with materials  2 Bikes will be collected today: - Let delegates sign agreement (EUR 8,- per 24 hours) - Hand-out keys - Put signed agreement in folder	Koningsbergergebouw	
08.20	Volunteers go to room for instruction <i>Keep door closed until everything and everyone is ready</i>	Cosmos	Marco
08.50	Call delegates to room by using fietsbel		Marco
09.00 – 10.00	Plenary 5	Cosmos	
09.05	Close door in front and refer delegates to back entrance		Marco
09.45	Check catering ready for break	Kiosk KbG	Marco
10.00 – 10.30	Break <i>Coffee, tea, cookies</i>  Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.  Coffee break of Geo conference at the same time. FSC arranges a students who makes sure these delegates use their own catering area.	Kiosk KbG	Sodexo
10.50	Call delegates to room by using the bell		Marco
11.00 – 12.00	Plenary 6	Cosmos	
11.50	Check catering ready for lunch	Kiosk KbG	Marco
12.00 – 13.30	Lunch Mini afbakbroodjes met boter, salade met gerookte kipfilet, tomatensalade, hollandse krieltes, witte rijst, gemengde groente, ragout van bospaddenstoelen, coq au vin, yoghurt, vruchtensappen, water  Volunteers stay in the room during the lunch to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.	Kiosk KbG	Sodexo
13.00	Refresh water for speakers during lunch break		Sodexo
13.20	Call delegates to room by using the bell		Marco
13.30 – 15.30	Plenary 7		
15.20	Check catering ready for break	Kiosk KbG	Marco
15.30 – 16.00	Break <i>Coffee, tea, sodas, water, celebrations</i> Don't remove coffee, tea, water and celebrations at 16:00. Leave unto; 16:30  Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are	Kiosk KbG	Sodexo

	downloaded.		
16.00 – 17.30	Poster session	Ground floor	Barbara
18.20	Return microphones to reception		Marco
17.25	Check if bus is present	Outside Koningsberger	Andre
17.30	Departure of bus to Huize Molenaar Name bus driver: Jolanda Ketting Phone: 06-15825798 Bus stops at Maliesingel 28. 650 minutes walk.	Outside Koningsberger	
18.00 – 20.00	<i>IAC Meeting (25 persons)</i> Coffee, tea, water, friandises, pepermint Screen Internet connection for skype connection: Network: Huize Molenaar Gastennetwerk WPA/WPA2key: HuizeMolenar	Huize Molenaar, Suite	
20.00 – 22.00	<i>IAC dinner (25 persons)</i> Aperitief, zoutjes, nootjes en olijven Amuse Menu du chef 4 gangen Mocca met huisgemaakte friandises en chocolade	Huize Molenaar Tuinkamer Suite Suite Suite	
22.00	End	Huize Molenaar	

## WEDNESDAY JULY 12

When	What	Where	Who
< 07.00	NB for UU: Clean toilets regularly UU ready with set-up met opbouw. <i>Coffee and tea available for organisation</i>	Koningsbergergebouw Koningsbergergebouw	UU
07.15	Present - last meeting with venue		Miranda / Andre
07.30	Arrival volunteers Check signage still on place	Koningsbergergebouw	Miranda
07.45	Get microphone and presenters from reception desk and check / open room: - Check room set-up - Start and check AV equipment - Check water available for speakers - Load presentations on computer - Welcome chair and speakers and give instructions on use AV equipment	Cosmos	Andre
07.40	Prepare registration desk		Miranda
08.00 – 11.00	Student from FSC present to guide delegates and make sure GEO delegates and SQM delegates doesn't get mixed.	Koningsbergergebouw	FSC student
08.30 – 09.00	Welcome coffee <i>Coffee, tea</i>	Kiosk KbG	Sodexo
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00	Registratiebalie open, hand out: - Badge and Vouchers - Programme book - Bag with materials  1 Bike will be collected today: - Let delegates sign agreement (EUR 8,- per 24 hours)	Koningsbergergebouw	

	- Hand-out keys - Put signed agreement in folder		
08.20	Volunteers go to room for instruction <i>Keep door closed until everything and everyone is ready</i>	Cosmos	Andre
08.50	Call delegates to room by using the bell		Andre
09.00 – 10.30	Plenary 8	Cosmos	
09.05	Close door in front and refer delegates to back entrance		Miranda
10.15	Check catering ready for break	Kiosk KbG	Miranda
10.30 – 11.00	Break <i>Coffee, tea, mini donut</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded. Coffee break of Geo conference at the same time. FSC arranges a students who makes sure these delegates use their own catering area.  Put picture of Helmut Oeschler on the big table in the conference room (brought by Mrs. Oeschler).		
10.30	Conference photo	In front of screen	Pieter
10.50	Call delegates to room by using the bell		Andre
11.00 – 12.30	Plenary 9 / Memorial session	Cosmos	
12.15	Check catering ready for lunch	Kiosk KbG	Andre
12.30	Return microphones to reception desk		Andre
12.30 – 14.00	Lunch	Kiosk KbG	Sodexo
	Mini afbakbroodjes met boter, salade met bonen, mais, rode ui en avocado, groene salade, wraps, mexicaanse rijst, gegrilde mexicaanse groente, kip, tortillechips met toebehoren, vruchtensappen, water Take away Bottles of water and fruit		
14.00	EXCURSION PROGRAMME		
	Contact persons should take vouchers!		
	<ul style="list-style-type: none"> <li>▪ <b>EXCURSION 1</b></li> <li>▪ <b>Kroller Muller</b> Departure at 13:30 hrs from Koningsberger gebouw</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ <b>EXCURSION 2</b> <b>Canal boat tour and city tour</b> Shipping Company Schuttevaer Oudegracht a/d werf nr. 85, Utrecht T: 030 2720111</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ <b>EXCURSION 3</b> <b>Canoeing</b> Botenverhuur de Rijnstroom "Monicabrug", Nieuwekade, Utrecht T. 030-2521311   06-53684329</li> </ul>		

## THURSDAY JULY 13

When	What	Where	Who
	NB for UU: Clean toilets regularly	Koningsbergergebouw	UU
< 07.00	UU ready with set-up met opbouw. <i>Coffee and tea available for organisation</i>	Koningsbergergebouw	
07.30	Arrival volunteers and organisation	Koningsbergergebouw	
	Check signage still on place		Barbara
07.45	Get microphone and presenters from reception desk and check / open room: - Check room set-up - Start and check AV equipment - Check water available for speakers - Load presentations on computer - Welcome chair and speakers and give instructions on use AV equipment	Cosmos, BBG 161, 165, 169	Barbara
07.40	Prepare registration desk		Barbara
08.00 – 11.00	Student from FSC present to guide delegates and make sure GEO delegates and SQM delegates doesn't get mixed.	Koningsbergergebouw	FSC student
08.30 – 09.00	Welcome coffee <i>Coffee, tea</i>	Kiosk KbG	Sodexo
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00 / 18.00 – 18.15	Registratiebalie open  2 Bikes will be returned today in afternoon: <ul style="list-style-type: none"> <li>• Check if bike is there</li> <li>• Collect Key</li> <li>• Make payment: EUR 8,- per 24 hours Zondag – Saturday = EUR 48,- Sunday – Friday = EUR 40,- Monday – Saturday = EUR 40,- Monday – Friday = EUR 32,-</li> </ul>	Koningsbergergebouw	
08.20	Volunteers go to room for instruction <i>Keep door closed until everything and everyone is ready</i>	Cosmos	Barbara
08.50	Call delegates to room by using the bell		Barbara
09.00 – 10.30	Parallel 2	Cosmos	
09.05	Close door in front and refer delegates to back entrance		Barbara
10.05	Check catering ready for break	Kiosk KbG	Barbara
10.20 – 10.50	Break <i>Coffee, tea, butter cake</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
	Call delegates to room by using the bell		Barbara
11.00 – 12.30	Parallel 3	Cosmos	
12.15	Check catering ready for lunch	Kiosk KbG	Barbara
12.30 – 14.00	Lunch <i>Mini afbakbroodjes met boter, griekse salade, groene salade met olijven, souflaki, falafel, tomatenrijst, rozemarijn aardappeltjes, tzatziki saus, fruitsalade, vruchtensappen, water</i>	Kiosk KbG	Sodexo

	Volunteers stay in the room during the lunch to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
	Refresh water for speakers during lunch break		Sodexo
	Call delegates to room by using ...		Barbara
14.00 – 15.30	Plenary 10		
15.20	Check catering ready for break	Kiosk KbG	Barbara
15.30 – 16.00	Break <i>Coffee, tea, sodas, water, celebrations</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
	Call delegates to room by using ...		Barbara
16.00 – 18.20	Plenary 11		
18.00	Miranda and 2 volunteers to Spoorwegmuseum for last briefing. Bring delegate list.	Spoorwegmuseum	Miranda
	Volunteers wait at head entrance to check vouchers. Make sure to check delegates without vouchers on the delegate list. Delegates without badge and not on delegate list cannot enter.		
18.10	Check catering and equipment	Spoorwegmuseum	Miranda
18.20	Return microphones to reception	Koningsberger	Barbara
18:50	Gereed staan bij deur voor ontvangst LET OP: ticketed event!	Spoorwegmuseum	
	Make sure only 1 door will be used as entrance in order to be able to check vouchers.  Delegates bring their voucher. This voucher they should keep with them and place next to their plate. Red = meat / Blue – Fish / Green = vegetarian		
19.00 – 23.00	Conference banquet  Conferentie diner (186 pax)  2x volunteers at entrance to check vouchers 1x table at entrance registratiebalie 1x roll-up banner  General: Welkomstekst “Welcome SQM 2017” (bij hoofdingang en digitaalbord op Museumplein) Aperitif: Cloackroom is available in bestelgoederengang. The cloackroom is secured. Delegates will receive a number when bringing their coat.  High tables in the Stationshal  Dinner: • Microphone available for speeches	Spoorwegmuseum	

	<ul style="list-style-type: none"> <li>• Speeches from platform</li> <li>• 1 VIP table</li> <li>• ... round tables, free seating. Delegates have vouchers, indicating their menu.</li> <li>• Back ground music when delegates are entering the museum. Music stops when speeches start.</li> <li>• The standard light should give a nice atmosphere.</li> </ul>	
19.15 – 19.45	Prosecco Toast met zeezout en rozemarijs met o.a. zalm, ham, komkommer en ei	Stationshal en perron buiten
19.45	Move from Stationshal to Museum. Decide on the evening who will give the call (chair or catering staff).	
19.45 – 20.10	Soave gregoris giovanni fattori en las brisas cabernet sauvignon-merlot en water on tables Beer, sodas and orange juice upon request Vanmenno brood met roomboter, zeezout en olijfolie	Museum
20.15	Speeches <ul style="list-style-type: none"> <li>• Andre Mischke, short welcome and introduction of Peter-Paul de Winter, director of museum collections</li> <li>• Welcome and information by Peter-Paul de Winter (10 minutes)</li> </ul>	Museum
20.30 – 23.00	4 course dinner Tonijn op wasabi crème met mango, shiso purper, gefrituurde rijstemie *** Tomaten bouillon *** Kabeljauw of parelhoenfilet of gevulde portobello *** Rood fruit dessert *** Macarons, koffie, thee	Museum
20.00	Introduce Andre to duty manager. Miranda leaves after 20.15 hrs.	Museum
20.15	Departure Miranda. Andre is contactperson for duty manager.	Museum
	If delegates need taxis, these can be called through the partymanager or cloakroom.	Museum

## FRIDAY JULY 14

When	What	Where	Who
	NB for UU: Clean toilets regularly	Koningsbergergebouw	UU
	Poster boards to be removed today		
< 07.00	UU ready with set-up met opbouw. <i>Coffee and tea available for organisation</i>	Koningsbergergebouw	
07.30	Arrival volunteers and organisation	Koningsbergergebouw	
	Check signage still on place		Alessandro
07.45	Get microphone and presenters from reception desk and check / open room: - Check room set-up - Start and check AV equipment - Check water available for speakers - Load presentations on computer - Welcome chair and speakers and give instructions on use AV equipment	Cosmos, BBG 161, 165, 169	Alessandro
07.40	Prepare registration desk		Alessandro
08.00 – 11.00	Student from FSC present to guide delegates and make sure GEO delegates and SQM delegates doesn't get mixed.	Koningsbergergebouw	FSC student
08.30 – 09.00	Welcome coffee <i>Coffee, tea</i>	Kiosk KbG	Sodexo
10.30 – 11.00	Bike desk open - Return bikes procedure: <ul style="list-style-type: none"> <li>• Check if bike is there</li> <li>• Collect Key</li> <li>• Make payment: EUR 8,- per 24 hours Zondag – Saturday = EUR 48,- Sunday – Friday = EUR 40,- Monday – Saturday = EUR 40,- Monday – Friday = EUR 32,-</li> </ul>	Koningsbergergebouw	Alessandro
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00	Registratiebalie open	Koningsbergergebouw	
08.20	Volunteers go to room for instruction <i>Keep door closed until everything and everyone is ready</i>	Cosmos	Alessandro
08.50	Call delegates to room by using the bell		Alessandro
09.00 – 10.40	Plenary 12	Cosmos	
09.05	Close door in front and refer delegates to back entrance		Alessandro
10.30	Check catering ready for break	Kiosk KbG	Miranda
10.40 – 10.50	Break <i>Coffee, tea, cookies</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
	Call delegates to room by using ...		Alessandro
11.10 – 13.05	Plenary 13	Cosmos	
12.15	Check catering ready for lunch	Kiosk KbG	Alessandro
13.05 – 14.15	Lunch	Kiosk KbG	Sodexo

Mini afbakbroodjes met boter, spaanse tomatensalade, groene salade met olijven, paella vegetarisch en vis/kip, tortilla, kip, yoghurt, vruchtensappen, water .

Volunteers stay in the room during the lunch to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.

Refresh water for speakers during lunch break Sodexo

Call delegates to room by using ... Alessandro

14.15 – 15.35 Parallel 4

15.20 Check catering ready for break Kiosk KbG Alessandro

15.35 – 16.05 Break Kiosk KbG Sodexo

*Coffee, tea, sodas, water, celebrations*

Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.

Call delegates to room by using ... Alessandro

16.05 – 17.30 Parallel 5

18.20 Return microphones to reception Alessandro

## SATURDAY JULY 15

When	What	Where	Who
< 07.00	NB for UU: Clean toilets regularly UU ready with set-up met opbouw. <i>Coffee and tea available for organisation</i>	Koningsbergergebouw Koningsbergergebouw	UU
07.30	Arrival volunteers and organisation Check signage still on place	Koningsbergergebouw	Cristina Cristina
07.45	Get microphone and presenters from reception desk and check / open room: - Check room set-up - Start and check AV equipment - Check water available for speakers - Load presentations on computer - Welcome chair and speakers and give instructions on use AV equipment - <b>Speaker presents?</b>	Cosmos	Cristina
07.40	Prepare registration desk		
08.30 – 09.00	Welcome coffee <i>Coffee, tea</i>	Kiosk KbG	Sodexo
08.30 – 11.00 / 13.00 – 13.30	Registration desk open	Koningsbergergebouw	Volunteers
08.30 – 11.00	Bike desk open - Return bikes procedure: <ul style="list-style-type: none"> <li>• Check if bike is there</li> <li>• Collect Key</li> <li>• Make payment: EUR 8,- per 24 hours Zondag – Saturday = EUR 48,- Sunday – Friday = EUR 40,- Monday – Saturday = EUR 40,-</li> </ul>		Volunteers



Monday – Friday = EUR 32,-			
08.20	Volunteers go to room for instruction <i>Keep door closed until everything and everyone is ready</i>	Cosmos	Cristina
08.50	Call delegates to room by using ...		Cristina
09.00 – 10.30	Plenary 14	Cosmos	
09.05	Close door in front and refer delegates to back entrance		Cristina
10.15	Check catering ready for break	Kiosk KbG	Miranda
10.30 – 11.00	Break <i>Coffee, tea, mini muffin</i>	Kiosk KbG	Sodexo
	Volunteers stay in the room during the coffee break to welcome speakers for next session. 10 Minutes before the start, check if all presentations are downloaded.		
	Call delegates to room by using ...		Cristina
11.00 – 12.30	Plenary 15	Cosmos	
12.15	Check catering ready for lunch	Kiosk KbG	Miranda
12.30	Return microphones to reception desk		Cristina
12.30 – 14.00	Lunch	Kiosk KbG	Sodexo
	Lunch packages <i>Luxe driehoeksandwich, flesje bronwater, servetje en een stuk handfruit</i>		