**Minutes meeting SQM2017**

Date: Wednesday June 21, 2017

Place: Ornstein Laboratorium ONL 220

Participants: André Mischke (phone), Paul Kuijer (not present), Marco (not present), Alessandro Grelli (present in person), Barbara Trzeciak, Cristina Bedda, Astrid Portier

 Miranda Schouten (Congress by design)

 **Welcome**

**Minutes and action list June 7**

|  |  |  |
| --- | --- | --- |
| Andre | Set-up receipt | Done |
| Andre | Setup text and send out final announcement | Done |
| Andre | Daniel Cebra will attend and is registered | problem solved |
| Andre | Check if delegates who didn’t pay are still coming | Ongoing |
| Andre | Set-up and coordinate waiting list | Done |
| Andre | Remove delegates from delegate list who are not coming and double names | Done |
| Paul | Young Scientist prizes: Criteria and committee members | Ongoing |
| Alessandro | Check volunteer schedule and inform volunteers about tasks | Alessandro will send schedule to studentsSchedule will also be projected on July 8. Also prints. |
| Alessandro | Check if delegates who are resigned from the school are still coming to the conference | Ongoing |
| Christina | Order mugs, pens, t-shirts | Mugs are ordered. Arrive 3 or 4 July. Pens, t-shirts waiting for final quote  |
| Miranda | Confirm number of delegates for excursions (June 29) | Send email to all delegates who registered. Go back to website, check registration for excursion. Change in Indico. |
| Miranda | Discuss logistics with Spoorwegmuseum | Done |
| Miranda | Request final proposals from Sodexo | Alessandro checks. There are no snacks and drinks on Sunday.  |
| Miranda | Write meeting script | Ongoing |
| Marco | Write content of programme book and send to Miranda on June 15 | Done |
| Astrid | Print room names BBG with arrows for signage | Ongoing |

* **Programme update**
	+ Daniel Cebra is confirmed. Alice collaboration talk. Rector Magnificus is coming. Programme is ready.
	+ 23 posters are confirmed. Important to specify criteria of prize. (action Paul)
	+ Andre will prepare general powerpoint slides for the breaks (including Utrecht film). Miranda sends example to Andre. Per day also general announcements before the morning break.
	+ No general AV instruction will be printed on paper. LOC members will instruct room attendants how to open the presentations. Room attendants help chair and speaker with loading presentation, timing and microphones.
	+ Andre will send an email to all session chairs reminding them to their session. Also important to reminder them during the conference day by day.
* **Registrations and payments**
	+ The list of participants is cleaned up. Doubles are removed. There are now places left to register.
	+ What to do with open payments?
		- For school participants: try to collect payment before the conference. If there is an open payment, this should be paid in cash to Alessandro.
		- Conference participants: in cash with Andre (call Andre when somebody needs to pay).
		- For t-shirts: Call Cristina
	+ Cash money will be stored with Andre and transferred to the conference account.
	+ It is uncommon to have a delegate evaluation; although possible with Indico.
	+ There will be 5 delegates who receive reimbursements and one guest Margit Oeschler (afterwards by bank). They pay no registration fee and will be reimbursed for travel. Astrid prepares the reimbursement forms, which will be handed out during registration. Delegates should complete it with all information and return it. Fees will be transferred after the conference.
	+ Miranda goes through the payment list and checks the payments for accompanying persons. If they didn’t pay for dinner, they should pay in cash.
* **Logistics**
	+ A printer and laptop are needed at registration desk. Alessandro and Astrid make sure a laptop and printer from the laboratorium are available at the registration desk.
	+ We can use the digital screens in the Koningsbergerbuilding. The SQM poster should be on the big screen and the programmes on the smaller screens. Barbara will coordinate this.
	+ Miranda will double check with Tanja if the building is open on Saturday.
	+ The Ground floor is the preferred place for the posters. 12 poster boards.
* **Social programme**
	+ There will be no drinks after the Summer school
	+ There is no table seating at the dinner. Delegates can sit where they want and will receive a dinner voucher with their registration materials indicating the meal they chose. 1 VIP table will be available.
	+ Andre will welcome all delegates at the start of the dinner and introduces the director of the museum. He will give a short informational talk about the museum.
* **Printed matter and materials**
	+ Signage (Astrid) – Xerox will prepare the board for the outside. Miranda will send an email to Astrid indicating which signage is needed.
	+ There should be a small sign to direct delegates from ground floor to registration.
	+ FSC agreed for the whole week support to guide delegates (SQM / GEO); Miranda will clarify this with Tanja.
	+ There should be a roll-up banner in front of the Koningsberger building.
	+ Delegates of the graduate school will be handed out on Saturday. Miranda makes sure badges are with Alessandro on time.
* **All other businesses**
	+ There will be 35 delegates at the school. Only 19 rooms are needed. There are a few remaining rooms. Alessandro is responsible what to do with the remaining rooms. Use single rooms or give back for 50%.

New action list

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| Andre | Prepare general powerpoint slides | Ongoing |
| Andre | Send out email to plenary session chairs | Done |
| Alessandro | Decide what to do with remaining rooms  |  |
| Alessandro | Make sure laptop and printer are at registration desk |  |
| Barbara | Coordinate use of digital screens |  |
| Paul | Specify prize criteria and arrange certificates |  |
| Astrid | Print signage |  |
| Astrid | Set-up reimbursement forms |  |
| Miranda | Discuss final logistics with Tanja (opening hours, support onsite,  |  |
| Miranda | Check payments and registrations |  |