

17th International Conference on
**Strangeness in
Quark Matter**



Universiteit Utrecht

10-15 July 2017
Utrecht, the Netherlands



MEETING SCRIPT

SQM 2017

Utrecht / Koningsbergergebouw

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GENERAL INFORMATION

Name : 17th 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

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		...
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 ... 06-48158552 06-10198288 ... 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 06-48158552 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	Tanja Schols Machiel van der Grift Willy Verbon Cocky Rosier	06 53752637 06-10632345 / 030-2537532 030-2538546 / 0681790821 030 253 7540 030 2534444 06 10550021 / 030 2535019
Posterborden			
Sociaal programma: ▪ Welcome reception ▪ Excursies (di 25/8) ▪ IAC meeting and dinner ▪ Conference dinner	Botanische tuinen <b style="background-color: yellow;">Utrecht voor Groepen Huize Molenaar Spoorwegmuseum Catering – Vermaat	Rachel de Groot ... Elize Aal Frederique Kitschmann	06-53538003 ... 030-2310347 030-2306228 06-43705684

SUPPLIERS

<p>Venue: UU & 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>Catering – Sodexo Contactpersoon: Willy Verbon-Gulij T: 030 2538546 06 50666189 E: uu.nl@sodexo.com</p> <p>Welcome reception Botanische Tuinen Contactpersoon: Rachel de Groot T: 06-53538003 E: botanicacatering@hotmail.com</p> <p>Bestuurs- en concernstaf / Kabinet Nurcan Kaya n.kaya@utrecht.nl</p>	<p>Excursions Utrecht voor Groepen Contactpersoon: Lianne 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>Hotels Booking by design Contactpersoon: Manon Zakai T: 020-3051363 <b style="background-color: yellow;">06 ... E: customer.service@bookingbydesign.com</p> <p>Vervoer Fietspunt BV Nobelstraat 293 3512 EM Utrecht Contactpersoon: Martin van Bentum T: 06 20515680</p>
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<p>06-25017727 / 030-2861465</p> <p>Congresdiner Spoorwegmuseum Contactpersoon: Sanne de Bos Maliebaanstation, Utrecht T: 030 2306211 E: s.d.bos@spoorwegmuseum.nl</p> <p>Catering – Vermaat Contactpersoon: Frederique Kitschmann T: 06-43705684 E: f.kitschmann@vermaatgroep.nl</p> <p>IAC diner Huize Molenaar Contactpersoon: Evelyn Blommaert Korte Nieuwstraat 6-8, 3512 NM T: 030-2310347 E: info@huizemolenaar.nl</p>	<p>E: inkoop@fietspunt.net</p> <p>Congresmaterialen Creator Meeting Support (T-shirts, mokken, pennen) Contactpersoon: Steffen Kalverboer Bombaystraat 89 3047 BA Rotterdam T: 010 2763113 E: info@creatormeetingsupport.com</p> <p>Drukwerk Drukkerij J. Bout & Zonen Contactpersonen: Herman Bout en Barbara Ceintuurbaan 32-34 1271 BJ Huizen T: 035 5253293 E: boutdruk@euronet.nl</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	08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 18.00 (bike desk closed)
Wednesday 12/07	08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 (bike desk closed, pick up of 1 bike from registration desk)
Thursday 13/07	08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00 / 18.00 – 18.15 (bike desk 15.30 – 16.00 for return)
Friday 14/07	08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00 (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.

CHECKLIST

What	When	Who	Check
Prepare ppt slides <ul style="list-style-type: none"> - Opening and closing - IAC Meeting 		Andre Andre	
Set-up instruction for students		Miranda	
Planning program book: 15-06 – Files to printer for lay-out / design 21-06 - First proof from printer 23-06 – revisions to printer 26-06 – Final proof from printer 27-06 – Confirmation to printer for print 03-07 - Delivery			X X X
Send info to delegates	16-06	Andre	Done
Prepare signage (3x A4 signs) <ol style="list-style-type: none"> 1. From Cosmos to BBG 161, 165, 169 2. Registration desk 3. Bike desk 4. Bus stop and posters 5. Roll-up banner 6. Poster for stoepbord 		Astrid Astrid Astrid Xerox Xerox Astrid	
Send documents for print <ul style="list-style-type: none"> • Badges • Programme book • Vouchers dinner • Banners • Awards: <ul style="list-style-type: none"> o ... o ... o ... • Poster certificates • Poster board numbers 			
Materials send to Ornsteinlaboratorium directly: <ul style="list-style-type: none"> - Conference bags - Pens - Tshirts - Mugs - Flyers Utrecht Convention Bureau - Flyers.... 			
Opgeslagen in receptieruimte.			
Pack delegate bags Content of bags: <ul style="list-style-type: none"> • Programme book • Utrecht stadskaart en kortingsbonnen • ... • ... 			
Display table: <ul style="list-style-type: none"> • I... 			

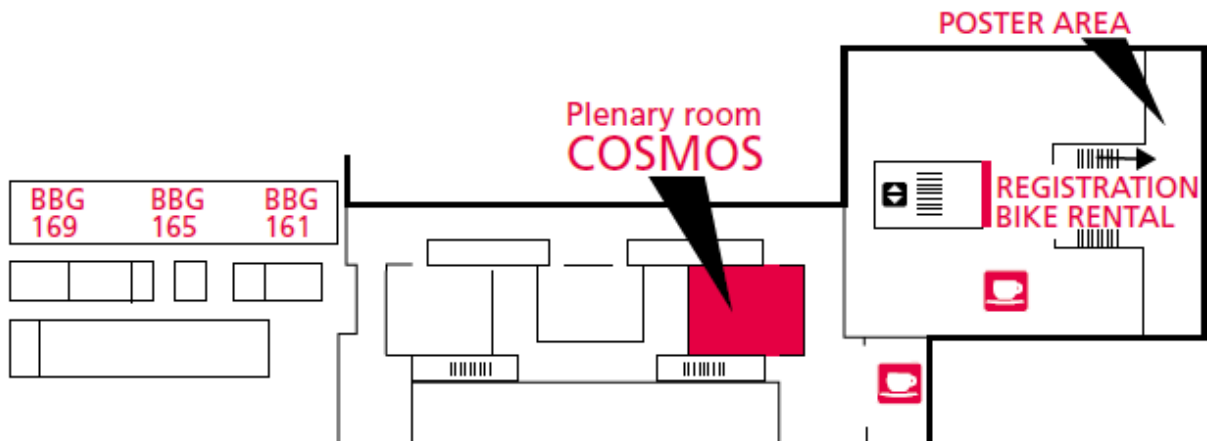
Materials to bring by Cbd <ul style="list-style-type: none"> • Badges • Delegates' lists • Onsite registration forms • Conference kit • Volunteer schedule • Documents bicycle rental • Clips 		Miranda	
Materials to bring by Ornstein Laboratorium / Nikhef <ul style="list-style-type: none"> - Instruction for speakers and chairs / AV instruction - Programme per room, per day - Poster board numbers - Signage as above - Geldkistje en receipts - Banners - T-shirts assistenten - Gereserveerd bordjes t.b.v. openingsessie (5x) - Awards - Laatste wijzigingen - Pins - Laptop and printer for registration desk 		Barbara	
Kasgeld € ...		Andre	

STARTING POINTS EXCURSIONS

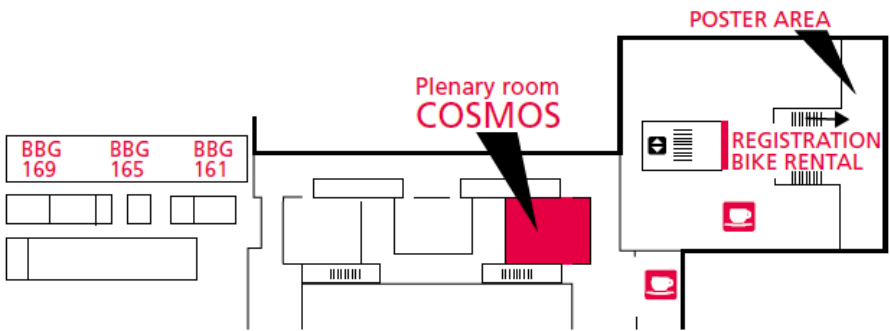
- **EXCURSION 1**
Kroller Muller
 Departure at 13:30 hrs from Koningsberger
 gebouw
 Naam gids: ...
 T: ...
- **EXCURSION 2**
Canal boat tour and city tour
 Shipping Company Schuttevaer
 Oudegracht a/d werf nr. 85, Utrecht
 T: 030 2720111
 Naam gids: ...
 T:...
- **EXCURSION 3**
Canoeing
 Botenverhuur de Rijnstroom
 "Monicabrug", Nieuwekade, Utrecht
 T. 030-2521311 | 06-53684329
 Naam gids: ...
 T: ...

SIGNAGE & FLOORPLAN

- Posters with arrows at bus stop
- Side walk sign at street side close to Vagant
- Roll-up banner outside at Koningsberger gebouw
- 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
Internet	WiFi network (kostenloos) Login: UU_visitor, no password required
Signage outside Signage inside	By Tanja (FSC) <ul style="list-style-type: none"> • Stoepbord sign from busstop By Andre: <ul style="list-style-type: none"> • Poster for stoepbord • 1x banner outside (kan alleen losstaan) By Andre: <ul style="list-style-type: none"> • 1x banner inside (roll-up onderaan trap) • Use of screens (program on the small screens on the first floor and poster on the big screen at the entrance) 3x Poster boards with signs to: <ul style="list-style-type: none"> • Room Cosmos • Room BBG 161, BBG 165, BBG 169
Koningsbergergebouw	Outside 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 Tanja will check if they can be put inside during the night Check if people pick them up on Sunday or Monday.
Koningsbergergebouw <i>Openinghours for SQM</i> July 8: 08.00 – 17.30 July 9: 11.30 - 18.30 July 10: 07.15 – 18.30 July 11: 07.30 – 18.30 July 12: 07.30 – 14.30 July 13: 07.30 – 18.30 July 14: 07.30 – 18.30 July 15: 07.30 – 14.00	Ground floor - posters By FSC: <ul style="list-style-type: none"> • 12x Poster boards (120 breed, 150 hoog) • Pins (by Astrid) • Poaster board numbers by Barbara Floor plan: 
Koningsbergergebouw <p style="text-align: right;">General</p> <p style="text-align: right;">Registration desk</p>	First floor – registration area By FSC: <ul style="list-style-type: none"> • 3x Cloackroom By FSC: <ul style="list-style-type: none"> • 3x tables (1,60 m) (A - F / G – L / M – R / S – Z) • 1x extra small table for printer and laptop • 1x table for display material (1,60) • 2x tables behind registration against wall for materials • 4x chairs

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

	<p>Needs:</p> <ul style="list-style-type: none"> • Computer • Projector • Screen • Lectern • Sound equipment • Presenter • 1x lectern microphone • Laser pointer (get from reception – works only on UU computer) • Remote control (get from reception – works only on UU computer) • Timer <p>Sodexo:</p> <ul style="list-style-type: none"> • Water for speakers <p>UU:</p> <ul style="list-style-type: none"> • AV-instruction
<p>Room Atlas</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>Set-up: 150 persons theater</p> <p>Needs:</p> <ul style="list-style-type: none"> • Computer • Projector • Screen • Lectern • Sound equipment • Presenter • 1x headset microfoon • 1x handheld voor student (ma-do) • 1x lectern microphone <p>Sodexo:</p> <ul style="list-style-type: none"> • Water voor sprekers <p>UU:</p> <ul style="list-style-type: none"> • AV-instruction

CATERING OVERVIEW

2x Water coolers in catering area

Time	Where	What	# pax
Saturday July 8			
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
Sunday July 9			
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
Monday July 10			
08.00 – 09.00		Coffee, tea, cookies	100
10.30 – 11.00		Coffee, tea, domtorentjes	200
12.30 – 14.00		Mini afbakbroodjes met boter, salade caprese, koude pasta salade, vegetarische lasagna, Bolognese, penne, gegrilde groente, fruitsalade, vruchtensappen, water	200
15.30 – 16.00		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
Tuesday July 11			
08.30 – 09.00		Coffee, tea	100
10.30 – 11.00		Coffee, tea, cookies	200
12.30 – 14.00		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		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
Wednesday July 12			
08.30 – 09.00		Coffee, tea	100
10.30 – 11.00		Coffee, tea, mini donut	200
12.30 – 14.00		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		Bottles of water and fruit	
Thursday July 13			
08.30 – 09.00		Coffee, tea	100
10.30 – 11.00		Coffee, tea, butter cake	200
12.30 – 14.00		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		Coffee, tea, sodas, water, celebrations	200
19.00 – 23.00	Spoorwegmuseum	Conference banquet	183
19.15 – 19.45		Toast met zeezout en rozemarijs met o.a. zalm, ham, komkommer en ei	
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	
20.10 – 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	
Friday July 14			
08.30 – 09.00		Coffee, tea	100
10.30 – 11.00		Coffee, tea, cookies	200
12.30 – 14.00		Mini afbakbroodjes met boter, spaanse tomatensalade, groene salade met olijven, paella vegetarisch en vis/kip, tortilla, kip, yoghurt, vruchtensappen, water	200
15.30 – 16.00		Coffee, tea, sodas, water, celebrations	200
Saturday July 15			
08.30 – 09.00		Coffee, tea	75
10.30 – 11.00		Coffee, tea, mini muffin	100
12.15 – 13.30		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	#	Coord.	AIO 1	AIO 2	AIO 3	AIO 4
Pack bags	n.t.b.	13:30	15:30	4	Cristina	Jacopo Margutti	Jasper van der Maarel	Luuk Vermunt	Peter Gaemers
General instruction	n.t.b.	15:30	16:30	all					

Sunday July 9

Task	Room	Start time	End time	#	Coordination	AIO 1	AIO 2	AIO 3	AIO 4
Registration - and bike desk	Koningsberger building	15:30	18:00	2	Miranda	Astrid	Lennart van Doremalen	Jasper van der Maarel	
Room attendant graduate school	n.t.b.	09:00	18:00	1	Alessandro	x			

Totaal 3

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	Koningsberger	07:30	09:30	Miranda / Astrid	Naghmeh Mohammadi									
Registration	Koningsberger	07:30	18:15	Miranda		Manon Verra	Annelies Veen							
Bike desk	Koningsberger	07:30	11:00	Miranda				Maitryee Mukherjee						
Runner	Overal/ingang	07:30	18:15	Miranda					Henrique Zanolli					
Poster ass	Poster area	15:30	16:00	Barbara						Yingru Xu				
Room attendant (speaker contact and load presentations)	Cosmos	08:30	18:15	...					Lennart					
Room attendant (microphone)	Cosmos	08:30	18:15	...							Neelima Agrawal	Kunal Garg		
Room attendant (badge check)	Cosmos	08:30	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	Koningsberger	08:30	18:00	Miranda	Mike Sas	Goran Simatovic								
Runner	Overal/ingang	07:30	18:15	Miranda			Auro Mohanty							
Poster area assistance	Poster area	08:30	16:00	Miranda						Zhanna Khabanova				
Room attendant (speaker contact and load presentations)	Cosmos	08:30	18:15	...				Darius Keijdener						
Room attendant (microphone)	Cosmos	08:30	18:15	...							Ni Hong	Gabor Biro		
Room attendant (badge check)	Cosmos	08:30	18:15	...									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	Koningsberger building	08:30	14:00	Miranda	Manon Verra									
Runner	Overal/ingang	07:30	14:00	Miranda			Goran Simatovic (PD)							
Room attendant (speaker contact and load presentations)	Cosmos	08:30	12:30	...				Jacopo Margutti						
Room attendant (microphone)	Cosmos	08:30	12:30	...						Nikolay Geraksiev	Fabrizio Grosa			
Room attendant (badge check)	Cosmos	08:30	12:30	...								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 desk breaks	Koningsberger building	08:30	18:00	Miranda	Davide Caffarri (PD)									
Runner	Overal/ingang	13:00	18:00	Miranda		Rihan Haque (PD)								
Room attendant (speaker contact and load presentations)	Cosmos	08:30	18:00	...			Luuk Vermunt							
Room attendant (microphone)	Cosmos	08:30	18:00	...						Volodymyr Vovchenko	Cristiane Jahnke			
Room attendant (badge check)	Cosmos	08:30	18:00	...								Lijia Jiang	Arvind Khuntia	
Room attendant	BBG 161	08:30	12:30	...				Mike Sas						
Room attendant	BBG 165	08:30	12:30	...					Auro Mohanty					
Room attendant	BBG 169	08:30	12:30	...		Syaefudin Jaelani								
Check tickets dinner	Spoorwegmuseum	18:40	20:00	...	Lennart van Doremalen	Ivan Vorobyev								

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 desk (breaks)	Koningsberger building	08:30	18:00	Miranda	Darius Keijdener	Naghme Mohammadi								
Runner	Overal/ingang	08:30	13:00	Miranda		Syaefudin Jaelani								
Room attendant (speaker contact and load presentations)	Cosmos	08:30	18:00	...			Jasper van der Maarel							
Room attendant (microphone)	Cosmos	08:30	18:00	...						Viktar Kireyeu	Joana Wirth			
Room attendant (badge check)	Cosmos	08:30	18:00	...								Igor Kostiuik	Kai Zhou	
Room attendant	BBG 161	13:30	18:00					Rihan Haque						
Room attendant	BBG 165	13:30	18:00						Annelies Veen					
Room attendant	BBG 169	13:30	18:00			Henrique Zanolli								

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 (08.30 – 11.00) desk (08.30 – 11.00 / 13.00 – 13.30)	Koningsberger building	08:30	18:00	Miranda	Peter Gaemers	Zhanna Khabanova								
Runner	Overal/ingang	08:30	15:30	Miranda		Rihan Haque (PD)								
Room attendant (speaker contact)	Cosmos	08:30	15:30	...			Davide Caffarri (PD)							
Room attendant (microphone)	Cosmos	08:30	15:30	...						Tobias Kunz	Xu Sun			
Room attendant (badge check)	Cosmos	08:30	15:30	...								Maciej Piotr Lewicki	Elizaveta Nazarova	

PROGRAMME OVERVIEW

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

Wednesday July 12		
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)	
09.00 – 10.30	Plenary 8	Cosmos
10.30 – 11.00	Break	
11.00 – 12.30	Plenary 9	Cosmos
12.30 – 14.00	Lunch	
14.00 – 18.00	Excursions	
Thursday July 13		
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	
11.00 – 12.30	Parallel 3	Cosmos, BBG 161, 165, 169
12.30 – 14.00	Lunch	
14.00 – 15.30	Plenary 10	
15.30 – 16.00	Break	
16.00 – 17.30	Plenary 11	
19.00 – 23.00	Conference banquet	
20.00 – 22.00	IAC dinner	
Friday July 14		
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	
11.00 – 12.30	Plenary 13	Cosmos
12.30 – 14.00	Lunch	
14.00 – 15.30	Parallel 4	Cosmos, BBG 161, 165, 169
15.30 – 16.00	Break	
16.00 – 17.30	Parallel 5	Cosmos, BBG 161, 165, 169
Saturday July 15		
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	
11.00 – 12.30	Plenary 15	Cosmos

BICYCLES

Pick-up	Number
Sunday, July 9	13
Monday, July 10	15
Wednesday, July 12	1

Return	Aantal
Vrijday, July 14	7
Saturday, July 15	22

ID	Name	Email Address	Pick-up	Return	Number of days	Costs
81	Fabrizio Grosa	fabrizio.grosa@cern.ch	9-jul	14-jul	5	40
144	Burkhard Kampfer	kaempfer@hzdr.de	9-jul	14-jul	6	48
193	Albert Bursche	albert.frithjof.bursche@cern.ch	9-jul	14-jul	6	48
207	Joachim Stroth	j.stroth@gsi.de	9-jul	14-jul		
80	Emilien Chapon	emilien.chapon@cern.ch	9-jul	15-jul	7	56
87	Elizaveta Nazarova	elizaveta.nazarova@cern.ch	9-jul	15-jul	7	56
88	Niels-Uwe Bastian	bastian.niels-uwe@ift.uni.wroc.pl	9-jul	15-jul	7	56
140	Yingru Xu	yx59@phy.duke.edu	9-jul	15-jul	7	56
145	Juan Torres-Rincon	torres@fias.uni-frankfurt.de	9-jul	15-jul	7	56
175	David Dobrigkeit Chinellato	david.dobrigkeit.chinellato@cern.ch	9-jul	15-jul	7	
183	Ivan Vorobyev	ivan.vorobyev@cern.ch	9-jul	15-jul	7	56
185	Marek Gazdzicki	marek.gazdzicki@cern.ch	9-jul	15-jul	7	56
	acc. Person David Dobrigkeit Chinellato	david.dobrigkeit.chinellato@cern.ch	9-jul	15-jul	7	
42	Heidi Schuldes	h.schuldes@gsi.de	10-jul	14-jul	5	40
68	Gabor Biro	biro.gabor@wigner.mta.hu	10-jul	14-jul		
215	alexandre suaide	suaide@if.usp.br	10-jul	14-jul		
31	Christoph Blume	blume@ikf.uni-frankfurt.de	10-jul	15-jul	6	48
98	Ramona Vogt	rlvogt@lbl.gov	10-jul	15-jul	6	48
129	Susumu SATO	susumu.sato@j-parc.jp	10-jul	15-jul	6	48
141	In Kwon Yoo	yoo@pusan.ac.kr	10-jul	15-jul		
147	Jihye Song	jihye.song@cern.ch	10-jul	15-jul	6	48
154	Javier Castillo Castellanos	javier.castillo.castellanos@cern.ch	10-jul	15-jul	6	48
156	Claudia Hoehne	claudia.hoehne@physik.uni-giessen.de	10-jul	15-jul	6	48
157	Audrey Francisco	audrey.francisco@subatech.in2p3.fr	10-jul	15-jul	6	48
163	Jiayin Sun	jiayin.sun@cern.ch	10-jul	15-jul		
167	Murad Sarsour	murad.sarsour@gmail.com	10-jul	15-jul		
211	Hong Ni	hong.ni@cern.ch	10-jul	15-jul		
223	Yen-Jie Lee	yen-jie.lee@cern.ch	10-jul	15-jul		
83	Viktor Begun	viktor.begun@gmail.com	12-jul	15-jul	4	32

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 - Signage?	Koningsbergergebouw Atlas Atlas	Alessandro Alessandro Alessandro Sodexo Alessandro
09.15	Check catering ready for welcome		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>		Sodexo
11.20 – 12.50	Plenary lectures		
12.40	Check catering ready for lunch		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>		
13.00	During lunch refresh water for speakers	Atlas	Sodexo
14.00 – 14.50	Plenary lectures	Atlas	
	Check catering ready for break		Alessandro
14.50 – 15.20	Coffee break <i>Coffee, tea, cookies (3pp)</i>		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 Sodexo Alessandro
12.30 – 13.30	Lunch <i>mini sandwiches and wraps, fresh fruit of the season, milk, orange juice, Water</i>		
14.30	Present - last meeting with venue		Miranda / Andre

14.30	Delivery of poster boards		Barbara
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
14.30 – 15.00	Deliver bikes by Fietspunt BV	Entrance Koningsbergergebouw	Miranda
13.35 – 14.15	Plenary lectures	Atlas	
14.05	Check if catering is ready for coffee break		Miranda
14.15 – 14.35	Coffee break <i>Coffee, tea, cookies (3pp)</i>		Sodexo
14.35 – 16.00	Plenary lectures	Atlas	
15.30	Arrival volunteers for registration and bike desk. Hand out t-shirts, instruction and tour	Koningsbergergebouw	Miranda
15.50	Check if catering is ready for drinks		Miranda
16.00 – 17.30	Drinks Summerschool <i>Drinks and snacks</i>		Sodexo
16.00 – 18.00	Registration and bike desk open		Astrid, ..., ...
	Registration desk hand out: - Badge - Vouchers - Programme book - Bag with materials		
	Bike desk: - Documents - Keys - ...		
16.15	Return microphones to reception desk		Alessandro
17.30	Tidy up registration desk (leave materials ...)		

MONDAY JULY 10

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	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 – 11.00	Student from FSC available to guide delegates and make sure GEO delegates and SQM delegates doesn't get mixed.	Koningsbergergebouw	FSC student
08.00 – 09.00	Welcome coffee <i>Coffee, tea, cookies</i>		Sodexo
08.00 – 11.00	Bike desk open - Let delegates sign agreement - Accept payment (EUR 8,- per day) - Hand-out keys - Put signed agreement in folder)	Koningsbergergebouw	
08.00 – 18.00	Registratiebalie open, hand out: - Badge - ... - 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 ...		
09.00 – 10.30	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
10.15	Check catering ready for break		Miranda
10.30 – 11.00	Break <i>Coffee, tea, domtorentjes</i>		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 ...		
11.00 – 12.30	Plenary 2	Cosmos	
12.15	Check catering ready for lunch		
12.30 – 14.00	Lunch <i>Mini afbakbroodjes met boter, salade caprese, koude pasta salade, vegetarische lasagna, Bolognese, penne, gegrilde groente, fruitsalade, vruchtensappen, water</i>		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 Call delegates to room by using ...		Sodexo
14.00 – 15.30	Plenary 3		
15.20	Check catering ready for break		
15.30 – 16.00	Break <i>Coffee, tea, sodas, water, celebrations</i>		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 ...		

16.00 – 18.20	Plenary 4		
17.00	Miranda and 2 volunteers to Botanic gardens for last briefing. Bring delegate list.	Botanic gardens	Miranda
	<p>Volunteers wait at head entrance to check vouchers.</p> <p>Make sure to check delegates without vouchers on the delegate list. Delegates without badge and not on delegate list cannot enter.</p>		
17.30	Miranda will leave reception venue. Andre will be contact person for the rest of the evening.		
18.10	Check catering and equipment		
18.20	Return microphones to reception		Andre
18.20 – 20.30	Welcome reception (180 persons)	Botanic gardens	
	<p>2 volunteers at head entrance to check badges</p> <p>1 table at head entrance</p> <p>1 lectern in the Serre</p> <p>1 microphone on tripod</p> <p>Decoratie tafels: verse bloemen, kledjes, servetten</p>		
	<p>18.30 – 19.00 Ontvangst</p> <p>19.30 – 19.45 Welcome by Andre</p> <p>Andre announces Victor Everhardt (deputy Mayor)</p> <p>Speech Victor Everhardt</p>		
	Ontvangst met Prosecco		
	<i>Drinks "Hollands" assortment; wijn, bier, jus d'orange en frisdranken</i>		
	<i>Water, Sodas, beer, wine</i>		
	<i>Mix of nuts and salty bites on the tables</i>		
	<i>Koude tapas: stukjes brood met brie en pesto, carpaccio, mozzarella, zalm, haring, paling, tapenade, brokken kaas, gevulde eitjes, etc. – 3 or 4 pp</i>		
	<i>Bitterballen</i>		
18.50	Arrival Victor Everhardt – Welcome by 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
07.15	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	Cosmos	Andre / Paul

	<ul style="list-style-type: none"> - Check water available for speakers - Load presentations on computer - Welcome chair and speakers and give instructions on use AV equipment 		
07.40	Prepare registration desk		
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>		Sodexo
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 18.00	Registratiebalie open, hand out: <ul style="list-style-type: none"> - Badge - ... - Vouchers - Programme book - Bag with materials 	Koningsbergergebouw	
	Bike desk is closed during the day.		
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 ...		
09.00 – 10.30	Plenary 5	Cosmos	
09.05	Close door in front and refer delegates to back entrance		
09.30	Send final numbers to Rachel for reception		Miranda
10.15	Check catering ready for break		Miranda
10.30 – 11.00	Break <i>Coffee, tea, cookies</i>		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.		
	Call delegates to room by using ...		
11.00 – 12.30	Plenary 6	Cosmos	
12.15	Check catering ready for lunch		
12.30 – 14.00	Lunch Mini afbakbroodjes met boter, salade met gerookte kipfilet, tomatensalade, hollandse krieltjes, witte rijst, gemengde groente, ragout van bospaddenstoelen, coq au vin, yoghurt, vruchtensappen, water		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 ...		
14.00 – 15.30	Plenary 7		
15.20	Check catering ready for break		

15.30 – 16.00	Break <i>Coffee, tea, sodas, water, celebrations</i>		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 ...		
16.00 – 17.30	Poster session		
18.20	Return microphones to reception		Andre
17.25	Check if bus is present	Outside Koningsberger	Andre
17.30	Departure of bus to Huize Molenaar Name bus driver: Phone:	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	
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 desk		
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>		Sodexo
08.30 – 09.00 / 10.15 –	Registratiebalie open, hand out: - Badge	Koningsbergergebouw	

11.00 / 12.15	- ...	
- 14.00	- Vouchers - Programme book - Bag with materials	
	Bike desk is closed during the day.	
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 ...	
09.00 – 10.30	Plenary 8	Cosmos
09.05	Close door in front and refer delegates to back entrance	
09.30	Send final numbers to Rachel for reception	Miranda
10.15	Check catering ready for break	Miranda
10.30 – 11.00	Break <i>Coffee, tea, mini donut</i>	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 Call delegates to room by using ...	Pieter
11.00 – 12.30	Plenary 9	Cosmos
12.15	Check catering ready for lunch	
12.30	Return microphones to reception desk	
12.30 – 14.00	Lunch 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	Sodexo
EXCURSION PROGRAMME		
	<ul style="list-style-type: none"> ▪ EXCURSION 1 ▪ Kroller Muller Departure at 13:30 hrs from Koningsberger gebouw Naam gids: ... T: ... 	
	<ul style="list-style-type: none"> ▪ EXCURSION 2 Canal boat tour and city tour Shipping Company Schuttevaer 	

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

Naam gids: ...

T: ...

▪ **EXCURSION 3**

Canoeing

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

Naam gids: ...

T: ...

THURSDAY JULY 13

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
07.15	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, BBG 161, 165, 169	Andre / Paul
07.40	Prepare registration desk		
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>		Sodexo
15.30 – 16.00	Bike desk open - Return bikes procedure:	Koningsbergergebouw	
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00 / 18.00 – 18.15	Registratiebalie open, hand out: - Badge - ... - Vouchers - Programme book - Bag with materials	Koningsbergergebouw	
08.20	Volunteers go to room for instruction	Cosmos	

	<i>Keep door closed until everything and everyone is ready</i>		
08.50	Call delegates to room by using ...		
09.00 – 10.30	Parallel 2	Cosmos	
09.05	Close door in front and refer delegates to back entrance		
10.15	Check catering ready for break		Miranda
10.30 – 11.00	Break <i>Coffee, tea, butter cake</i>		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 ...		
11.00 – 12.30	Parallel 3	Cosmos	
12.15	Check catering ready for lunch		
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>		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 ...		
14.00 – 15.30	Plenary 10		
15.20	Check catering ready for break		
15.30 – 16.00	Break <i>Coffee, tea, sodas, water, celebrations</i>		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 ...		
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		
18.20	Return microphones to reception		Andre
18:50	Gereed staan bij deur voor ontvangst LET OP: ticketed event!		
	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 cloakroom is secured. Delegates will receive a number when bringing their coat.

High tables in the Stationshal

Dinner:

- Microphone available for speeches
- Speeches from platform
- 1 VIP table
- ... round tables, free seating. Delegates have vouchers, indicating their menu.
- Back ground music when delegates are entering the museum. Music stops when speeches start.
- The standard light should give a nice atmosphere.

19.15 – 19.45 Prosecco Stationshal en perron
Toast met zeezout en rozemarijs met o.a. zalm, buiten
ham, komkommer en ei

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

20.15 Speeches

- Andre Mische, short welcome and introduction **director of museum**
- Welcome and information by **director of 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
20.00	Introduce Andre to duty manager. Miranda leaves after 20.15 hrs.
20.15	Departure Miranda. Andre is contactperson for duty manager.
	If delegates need taxis, these can be called through the partymanager or cloakroom.

FRIDAY JULY 14

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	
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	Andre / Paul
07.40	Prepare registration desk		
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>		Sodexo
10.30 – 11.00	Bike desk open - Return bikes procedure:	Koningsbergergebouw	
08.30 – 09.00 / 10.15 – 11.00 / 12.15 – 14.00 / 15.15 – 16.00	Registratiebalie open, hand out: - Badge - ... - 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 ...		
09.00 – 10.30	Plenary 12	Cosmos	
09.05	Close door in front and refer delegates to back entrance		

10.15	Check catering ready for break		Miranda
10.30 – 11.00	Break <i>Coffee, tea, cookies</i>		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 ...		
11.00 – 12.30	Plenary 13	Cosmos	
12.15	Check catering ready for lunch		
12.30 – 14.00	Lunch Mini afbakbroodjes met boter, spaanse tomatensalade, groene salade met olijven, paella vegetarisch en vis/kip, tortilla, kip, yoghurt, vruchtensappen, water .		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		
	Call delegates to room by using ...		
14.00 – 15.30	Parallel 4		
15.20	Check catering ready for break		
15.30 – 16.00	Break <i>Coffee, tea, sodas, water, celebrations</i>		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 ...		
16.00 – 17.30	Parallel 5		
18.10	Check catering and equipment		
18.20	Return microphones to reception		Andre

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
07.15	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	Cosmos	Andre / Paul

	on use AV equipment - Speaker presents?	
07.40	Prepare registration desk	
08.30 – 09.00	Welcome coffee <i>Coffee, tea</i>	Sodexo
08.30 – 11.00 / 13.00 – 13.30	Registratiebalie open, hand out: - Badge - ... - Vouchers - Programme book - Bag with materials	Koningsbergergebouw
	Bike desk is closed during the day.	
08.30 – 11.00	Bike desk open - Return bikes procedure:	
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 ...	
09.00 – 10.30	Plenary 14	Cosmos
09.05	Close door in front and refer delegates to back entrance	
10.15	Check catering ready for break	Miranda
10.30 – 11.00	Break <i>Coffee, tea, mini muffin</i>	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 ...	
11.00 – 12.30	Plenary 15	Cosmos
12.15	Check catering ready for lunch	
12.30	Return microphones to reception desk	
12.30 – 14.00	Lunch	Sodexo
	Mini afbakbroodjes met boter, indische koude salade, vegetarische bami, kip in satesaus, sajoer lodeh, tjap tjoi, daging smoor, spekkoek, kroepoek, etc, vruchtensappen, water	
	Take away	