

LOC status

We nominate responsible people (one main responsible per task but could be more)

I. Conference information: poster & webpage

– *Conference poster*

preparing/printing/consistency checks/distribution

undergoes printing and should be fully distributed in 2015.

see the latest version at our webpage. The printing is handled via CERN system (Connie).

– *Conference webpage/Indico (evolving thing!)*

Current version: <http://lhcp2016.hep.lu.se>

Local webpage with conference and practical info + Indico for registration, payments, and programme (see LHCP2015), and also contacts, conference email address, an info on conference partners/sponsors. Eamonn helps us with the landing page (support/maintenance/evolution over time). Layout is to be approved by the SG.

Conveners who may be have a permission to modify their sessions on Indico should be in touch with a person here who helps in case of any problem

Two people to be involved, one local, two at CERN (Connie and Dawn), familiar with technical issues.

We suggest that we invite the web-designers/developers who help us with the webpage/poster to the conference dinner.

We need to keep the list of sponsors with the corresponding logos updated at the webpage.

No ultimate deadline, a smooth development over time, with basic checkpoints and intermediate deadlines for registration/abstract submission systems, basic info, the layout.

ESS/MAX-Lab will have an information desk/poster+material during the conference

II. Financial system: handling the economy

The main responsibility for

- cost estimates and fee calculation (late/early/student fees, accompanying persons)
- organisation and control the fee payment's system and accounts (CERN + Lund U.)
- financial support issues
- taking under control such things as

- * registration cancellations
- * fee reimbursements
- * invoice handling
- * checking if money were actually paid
- * handling the payment receipts, confirmations of payments, etc

Economists in Technical Secretariat help to run the financial system during the conference.

Preliminary cost estimate:
(yet to be determined)

preliminary conference fee estimate is based upon expected number of participants (~ 300), and a conservative assumption about a support from sponsors, see below:

standard fee: 400 EUR/person (subject to updates! depends on how we organise it)
Decide early/late/reduced/accompanying persons fees: amount? This is to be decided before we send out the posters to the institutions and open the registration system!

Accompanying persons fees may include social activities (e.g. Concert), the conference dinner, else? To account for such expenses as poster printing/distribution costs, the poster prize etc.

for 400 participants: 1.3 msek are currently planned expenses (+VAT), no overhead (1/3 of fixed cost, 2/3 depend on number of participants).

End of November is the final deadline for the fee estimate. Some reasonable assumptions (and error bars) to be calculated with/without the sponsors!

Invited people are supposed to be covered externally by sponsors (Nobel committee?) so may not be a part of the fee estimate. We need to know the names (SG works on that).

Possible means for support the conference participants:

amount of possible support for participants in exceptional cases?
[hard to replace a speaker, a renown/important speaker (somebody should speak for him/her), and the speaker really needs help, PhD students, brilliant young postdocs from poor institutions etc]

public transportation tickets?

half of the fee: for 3 days or less participation
(typically discouraged, unless we really want to support a given person)
reduced fee for early registered PhD students (?): 200 EUR/person
cheap accommodation

ask for a recommendation letter from a supervisor (to work out assessment criteria for support applications)

waving the fee for special speakers

travel/accommodation support for invited renown speakers (names to be decided)

The conference fee includes:

- Welcome package
- Coffee
- Lunches
- Banquet
- Concert

Philosophy:

Either the conference fees are handled by an outside company, or they are handled inside the University (yet to be decided). CERN should be involved.

If via University (+ CERN) system — the service fees are reduced!

The previous rector took the decision that conferences should be exempt the overhead by being handled by a special kostnadsställe. Only 3% will be charged. There is no VAT exemption. Participants paying the conference fee have to pay VAT to LU or the company, and LU/company pays VAT to outside services. The exemption is that LU does not pay VAT on internal invoicing and Swedish Universities would not pay VAT to LU when it pays the conference fees for their participants.

The CERN Indico conference system allows fees to be paid into a CERN conference account, by credit card, TID or bank transfer, and orders can also go out from CERN to pay costs in Lund.

If we deal with the fees ourselves — 1-2 students (+ supporting administrative staff) could be involved and get paid for that. The “finance minister” is responsible. Having someone experienced in economical issues would be beneficial.

Possible solution under investigation:

fees are collected by CERN, then invoiced by Lund U. to get the lump sum (with 3% overhead) and then managed locally (one of us reviews invoices, one from the Finance Unit makes the final certification) — not clear yet if that works out...

a way to avoid overheads: the invoice based on the cost estimate from the conference service can be sent directly to CERN where the conference fees are collected. Then the overhead won't be there.

It is possible to open an account in EUR at CERN? It has become possible recently. (rates SEK-EUR may be more stable than SEK-CHF).

Sponsorship funds can be placed at CERN acct.

How do we deal with housing at SPARTA? We may be able to use local account at the Department. 16% of THEP overhead - our credit card payment to the Department which pays SPARTA.

Payments by conference participants (credit card and bank transfer) involve charges (how we charge them?), internal transfer TID from group account at CERN - not (but TID's may not be easily identified).

Invoice from Sweden includes 25% of VAT, which will not be returned back to CERN, so has to be payed.

Connie and Dawn could help us with the handling of fee payments in connection with the registration.

See previous experience — the ATLAS week in Lecce

Homework [Anders]: We have to iron out how it will be with overheads if we request the money to a divisional account and pay the conference bill internally. There is much to gain since the VAT on purchases will then be paid by the university and not by the conference attendants. And there will be no VAT on the Added Value (VA in VAT). But of course, if we have to pay OH on the bill it may be more expensive for the conference attendants. We need to get economists involved whose role is not to get as much OH to the administration as possible.

We need to decide soon (6-7) months in advance: means December.
Before Christmas — go public with the costs!

III. Funding applications

**** Apply for funding from:**

- Nobel Board (support of prestigious speakers, we need to know names first!)
- Wenner-Gren foundation (10-20 k€) — applied!
- Crafoord foundation (10-20 k€, deadline: Feb 4th, 2016), late decision
- Region Skåne (10-20 k€) — applied!
- Lund City (for reception) — still waiting..
- other local communities (see Pia's e-mail)
- Faculty support?
- support from local companies (AXIS Communications - applied for!! they might have an info desk at the conference)

**** Communication with sponsors**

Ask technology companies? (AXIS, Alfa Laval, Gambro) — name auditoriums after the sponsoring companies? (a parallel session room could be named after such a company)

SG: we need to reserve 1000CHF prize to the best poster — we could apply for a support? Prize with a name of the supporting company? The prize will be handed during the banquet.

When should we apply for CERN support? (ask Connie)
Usual support from CERN: ~10k CHF (to ask)

Lund City may support the conference reception only
(total cost of reception about 80 kSEK incl. staff,
Lund City might cover 60-70% of it, but budget is not set up yet):

Applied for Region Skane (a possible support for meals and/or cultural activities which should be locally connected)

Other sponsors: ~10k EUR

The list of sponsors on the webpage should be up-to-date!

IV. Program and Proceedings

- Program Committee activities
- organisation of proceedings
- for updates on the scientific program developments (plenary/posters), see "PC activities"

Options:

eConf (LHCP2014): <http://www.slac.stanford.edu/econf/index.html>

EPJ Web of Conf (LHCP2013): <http://www.epj-conferences.org>

PoS: <http://pos.sissa.it/POSorganisers.html>

V. Conference infrastructure

Handling (in close contact with the university conference services) things like

- reception desk
- banquet/accompanying persons
- we have to arrange the LHCP-IAC2016 meeting (room and time slot)
- conference sessions arrangement, supply people with mics, installation of presentations, uploading talks etc
- conference infrastructure and equipment in the conference halls

AF stora salen — plenary/banquet

Cafe Athen — poster session, coffee/lunch

Entrance of the University building — reception

A room for the LHCP-IAC2016 meeting has been booked ("Kerstins room"?)

Layout of the AF stora salen (standard conference mode):

as for the Nordic Physics days in 2013, namely: Mostly rows of chairs, with few power outlets (to avoid cables everywhere) and then a few rows in the back with tables meant for working and lots of power outlets. It will also be good to have extra screens projecting the slides to the back of the room.

For the dinner there will be room for about 500 people at long tables, or roughly 200 people if round tables.

The extra parallel session room that we have preliminarily booked ("Konsertsalen") holds about 100 people. The other room we discussed, "Sångsalen", has space for "just" 85 people.

Vydio connection at parallel sessions? Mic is only in the large room (we should have people who run with mics, both theory/exp).

We should be familiar with what will be done by the University conference services and what we should care about ourselves, to avoid confusions

A big sign “LHCP2016” on the building?

We will need conference photos to be taken. One with all participants in front of AF or the White House, and some others during the banquet etc.

We need a local responsible person who controls that everything works fine

University conference services deal with (correct if wrong):

- Reception desk in the entrance hall of the University building
- Conference Dinner in AF stora salen
- equipment in the conference halls (e.g. poster screens etc)
- technicians/service personnel
- coffee breaks
- welcome pack with badges and stuff (lunch tickets?)
- printing facilities
- Wi-Fi/computer room/facilities
- else?

Negative experience from LHCP2015 — many devices on Wi/Fi create big problems with internet connection. Find the ways to handle that.

All the information about the conference, social program and touristic info should be part of the “conference booklet”.

VI. **Poster session**

Main responsibility for

- organisation of the poster session
- Poster Committee set-up
- poster contest

From previous experience in Valencia — the quality of posters is generally not very good. In order to improve on that and motivate young people the Poster Committee could select the best poster and give a time slot for a talk to the winner as an award.

It is a good idea to provide snacks/glass of wine during the poster session (suggest to the PC when handling the poster session). PC/SG(?) decide on the Poster Committee/Jury? Poster speakers should be treated well. It's an important part of the programme. Posters are kept in the room during the week. Conditions for posters should be OK.

VII. Social program and events beyond the scientific programme

Handling such things as

- Concert at Cathedral
- Reception Event/Opening ceremony
- Banquet, dinner entertainment?
- Free afternoon activities arrangement:
Excursions? Bike tours? Walk tours? Guided? trip to Copenhagen?
A support from Lund City for guided tours? Other social activities?
- Planning/arranging other activities outside the scientific programme:
Outreach events/public lecture? commercial exhibitions (e.g. by scientific publishers etc)? satellite meetings (if any?)

Will there be social activities to sign up for?

A possibility to join our social program with social program of Synchrotron Light Source event running in parallel?

Any scientific connections between ESS and our conference? A general physics lecture?

A part of the conference fee (incl. to invoice, LU -> CERN), around 800-900 SEK (probably too expensive?) A good idea would be find a way to subsidise it.

Social event at the banquet? (extra ~20% of the cost of the banquet)

Option: Secilia may talk about Nobel stories?

Outreach activity — awareness of Particle Physics in the region (Ulf Danielsson speaks with science journalist, in Swedish, see “Agenda”)

More discussions about various social activities is currently ongoing (see notes by Peter).

VIII. Participants’ support service

- E-mail bulletins handling
- Handling participants’ requests, answering questions, e-mail communication
- Sending out invitations and visa support non-Schengen participants
- Redirecting participant’s requests to relevant people in the organisation
- Contact person for information about local places, various activities, events etc
- Accommodation support (e.g. Sparta guest house)

...more tasks?

Rooms booked so far:

Sparta guesthouse:

46 single rooms for 500 SEK/night

30 double rooms 600 SEK/night

Concordia hotel: 40 rooms (rates?)

Lundia hotel: 40 rooms (rates?)

FINN: 40 rooms (rates?)

Recently: + 30 more rooms in the above hotels + 40 rooms in Hotel Nordic

+ 30 more rooms needed? Or are we OK for now? Let people to book rooms themselves mentioning "LHCP2016" in the booking forms to get a LU reduction for the pre-booked rooms.

June 13-14th - MAX IV inauguration event collides with LHCP in Lund, so rooms are needed to be booked in advance.

360 participants were in St. Petersburg, we should expect more: more rooms to book?

Note: we need to get the keys to Sparta rooms — distribution among the participants is our own responsibility ("support service" task). For the accommodation support, should we post a [booking.com](https://www.booking.com) link to the hotels at the registration stage? How was it done at previous meetings?