



MT-17
17th International Conference on Magnet Technology
24 to 28 September 2001

**Summary Notes of the 22nd Meeting of the Local Organizing Committee
(LOC) held in the LHC Conference Room 112/R-022
on Friday 15th June 2001 at 10.00 a.m.**

Present : D. Campi, F. Costa, S. Dubourg, W. Flegel, R. Perin (Chairman), D. Perini,
S. Russenschuck, N. Siegel, P. Sievers, T. Taylor, F. Wittgenstein, C. Wyss
Excused : R. Flükiger, T. Jones, H. ten Kate, T. Tortschanoff
Absent : E. Zuffi, W. Kalbreier

1. Adoption of the Agenda

The agenda was adopted, with the following items to be added under AOB:

- Request from Mr. Kircher of a favour of exempting him from paying the conference fee as IOC member,
- Evening drink for the Scientific Committee,
- Payment of the fee for CERN participants (F. Costa),
- Internet Café (F. Wittgenstein),
- Update concerning the late payment of two sponsors, Tesla and Outokumpu,
- The number of invited guests during the banquet,
- Some information to insert in the final announcement,
- DAI concerning the order for the panels.

2. Approval of the Minutes (LOC21)

The minutes were approved without comments.

3. Status of the abstracts and Scientific Programme (C. Wyss)

C. Wyss presented the first draft (copy enclosed) concerning the schedule from 24th to 28th September 2001. For each abstract, a code giving the date of presentation, topic and a progressive number will be defined. The panel discussion is organized by D. Larbalestier and R. Flükiger, and will be defined next week. All the members have been contacted by phone. The panel discussion will be programmed on Tuesday afternoon and will begin before 05:00 p.m. The Scientific Committee avoids to have Oral Sessions during the panel. Some of the refused papers have been finally accepted after corrections, or clarifications. The final programme will be sent to the SPC members for comments.

4. Gala Dinner Organization (R. Perin)

After analysis and different propositions, the Committee chooses Guignard. His proposition was a little bit expensive compared to the others. After asking a reduction of 8 %, he accepted to grant 6 %, TVA will not have to be paid as far as we know. Guignard takes care of the table decoration only, and specifies that if we want to keep the decoration, we must pay it.

S. Russenschuck asks if we have foreseen a vegetarian menu. It was agreed to insert this information in the final announcement asking participants to indicate this particular request in their registration (action: D. Perini)

We must organize a medical service (First Aid Box) with a nurse. R. Perin will contact the person responsible in TIS, (ambulance from CERN).

We also need a Security Service during the banquet, at the entrance of the BFM in order to filter the participants. We have to contact a Security Company.

5. Music for the Gala Dinner (R. Perin)

R. Perin and T. Taylor saw the group "La Brante" and they appear relatively good. They think that we can hire them and select some typical songs. They are a local group and they use also typical instruments like the "Cor des Alpes". They wear typical costumes "Look Vendange". They cost 1000.- CHF for the evening (one hour during the aperitif).

6. Instructions for Paper Preparation

With respect to the presentation given at the last LOC Meeting, and in order to limit expenses for the publishing of the proceedings, the Committee agreed to add the following sentence to the instructions for paper preparation:

For the publication of the paper in the Transactions on Applied Superconductivity, it is mandatory that each paper submission is coupled to the registration of the corresponding author. Due to the high cost of the publication papers not coupled 1 to 1 to a registration will have to pay 310.- CHF in order to be published.

7. A.O.B.

The following points were discussed:

- Request from Mr. Kircher concerning the possibility of exempting him from payment of the conference fee as IOC member.

This request has been refused by the Committee. (action = R. Perin).

- Evening drink for the Scientific Committee,

This drink will probably take place at the Noga Hilton, since in case of bad weather the terrace is covered. This proposal is probably less expensive than the Perle du Lac (to be checked).

- Payment of the fee for CERN participants (F. Costa),

The memo explaining the procedure of the payment of the fee for the CERN participants was approved. F. Costa will send it immediately to the DAOs.

- Internet Café (F. Wittgenstein),

F. Wittgenstein will visit soon the CIGG to see the installation; how the PC and in case MAC will be connected to the net. He asks if ELONEX undertakes the installation and also the connection to the net.

In order to avoid abuses, the Committee refuses to install a free copy machine. F. Wittgenstein will check where we can find a copy machine at CIGG and/or the post office next to the Centre.

- Update concerning the late payment of sponsorship,

The University of Geneva paid an amount of 5000.- CHF the 6th June, but we still wait for the payment of TESLA (Mr Begg has asked the accountant of his company to pay CHF 5000 to the account of MT17 the 11 June), and Outokumpu (we have no answer).

- The number of the invited guests for the banquet,

We have in our credit 30 invited guests. This seems a reasonable amount. A list will be prepared by R. Perin.

- Further information will be inserted in the final announcement, concerning:

- The choice of a vegetarian menu during the Gala Dinner.
- The warning concerning the edition of proceedings. The author or one of the co-authors must present his paper to have it in the proceedings. In addition, the conditions mentioned at point 6 above shall be included in the warning.

- DAI concerning the order for the panels.

Find enclosed the copy of the DAI.

The next meeting will be held on **Friday, 6th July at 10:00 a.m. in room 112-R-022.**

S. Dubourg
19.06.01