



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

**Summary Notes of the 23rd Meeting of the Local Organizing Committee
(LOC) held in the LHC Conference Room 112/R-022
on Friday, 6th July 2001 at 10 a.m.**

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

1. Adoption of the Agenda

The agenda was adopted, and some items were added under AOB.

2. Approval of the Minutes (LOC22)

The minutes were approved with the following matters arising. Point 7: Diego Perini reported that the order for the rental of 2 photocopying machines had gone into EDH system. Price: 1500 paper excluded (8 ct./piece). The machines would be placed near the Conference Secretariat with a notice cautioning participants to make moderate use of them.

3. Status of on-going or concluded actions:

Sponsorship: T. Jones presented a summary with the 17 sponsors, divided into Industry and Institutions. Not taking into account the money set aside by CERN for the Conference bags, the total “cash” sponsorship comes to CHF 65'510. It was pointed out that the rental of the BFM (sponsored by République et Canton de Genève) would have amounted to ca. CHF 9'500 and the rate of the CIGG (sponsored by FIPOI) would have been CHF 15'000 per day. – Internet Café: fast links were discussed and the number of available machines. Plugs ought to fit laptops.

Industrial Exhibition: T. Tortschanoff told the committee that the order for the stands and panels had been sent out. Five firms had not yet paid their rental fee. Two late applicants (Tesla and Sigmaphi) were kept pending, in case of cancellations. T. Taylor agreed to contact Tesla for sponsorship of pens for Conference Bag.

Abstract acceptance and instructions for paper preparation: Stephan finally got the relevant papers out of IEEE. Acceptance envelopes are presently being filled and then dispatched at the beginning of week 28.

Scientific Programme: R. Perin and D. Perini reported. The programme is very nearly completed. It is scheduled to go to print on Monday of week 28. Chairmen are not mentioned yet. It contains title, presenter's name and scheduled presentation time. It will also be published on the conference Web-site. (The same scientific programme will also be included in the Final Announcement which can then go to print. Distribution of Final Announcement is expected for end of July.) S. Russenschuck said that the invitations for session chairmen will be sent out once the acceptance letters have been mailed. For Oral presentations the session chairmen are chosen, but not the secretaries. T. Jones was to send a memo to the three relevant group leaders asking them to propose candidates. The policy was to try and get as many people from outside and not to inundate the sessions with CERN participants. The Poster sessions will also need chairmen and secretaries. To be done later. – S. Russenschuck tried to encourage the LOC to promote daily abstract booklets, more compact and easier to handle and consult. The committee decided against it. The committee also decided not to follow F. Costa's proposal to install a webcam for specific sessions.

Registrations: A summary prepared by Sylvia Dubourg gave indications of first numbers: total registrations on July 6: 86, total inscriptions for CERN visits: 48, total payments: 19, visa requests: 6.

Other: Detailed transparencies were presented by W. Flegel concerning CERN Visits and CERN Exhibition. A great deal of preparatory work has been done by W. Flegel and Françoise Métal, advice was also given by the CERN visits service. Provisional bus timetable is likely to be modified depending on the number of people interested in visiting CERN. A draft version of a flyer was presented, 600 A4 copies will be printed and put into the conference bags. – The CERN exhibition will have 21 posters; the english text will be coordinated by James Gillies. The exhibition itself will be prepared by Ray Lewis. Other exhibits, such as cables etc. could be put on display. A 1-metre magnet will be placed near the main entrance of the CIGC.

4. Next and Future Activities, Planning

The Chairman pointed out that the present list of actions and activities needs to be revised. Specific tasks are to be added, such as: Conference Banquet follow-up, model for the menu and printing, preparation and printing of VIP invitations, preparation and printing of VIP seating cards, medical service, securitas, preparation and printing of banquet vouchers, preparation of IOC working dinner, SPC & Invited Speakers' cocktail, Sunday welcome reception, Monday industry reception. These tasks will be discussed in detail and assigned. LOC members are invited to forward any suggestions or comments to R. Perin.

W. Kalbreier will check needs/availability in the CIGC (projectors, etc.).

D. Perini is taking care of the streamer.

It was suggested that the day and time of the official photograph be announced in the programme.

5. A.O.B.

- Plenary, Invited and Oral presentations will soon be published on the Web. Poster presentations will take longer (available maybe in ca. two weeks).
- T. Taylor will send a contract letter to "La Brante".
- The July/August edition of the CERN Courier will feature a short article announcing MT-17.
- Conference rooms 112-R-018 and 112-R-022 will be turned into offices. The replacement conference rooms (as of 9 July), on the other side of the corridor, have the following numbers: 112-R-028 and 112-R-034.

The next meeting will be held on **Friday, 3rd August at 10 a.m. in room 112-R-034.**

T. Jones
16.07.01