



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

**Summary Notes of the 25th Meeting of the Local Organizing Committee
(LOC) held in the LHC Conference Room 112/R-034
on Friday, 17th August 2001 at 10 a.m.**

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

1. Adoption of the Agenda

The agenda was adopted.

2. Approval of the Minutes (LOC22)

The minutes LOC24 will be presented for approval at the next meeting.

3. Status of Registrations

Sylvia Dubourg presented the latest numbers on registration. On 17 August a total of 477 registrations were recorded. It was decided that the early-registration fee of CHF 680 would have to be applied to all outstanding registrations from committee members and invited speakers. On the same date 58 expected registrations from plenary, invited, oral and committee members were still outstanding. T. Jones was asked to send e-mail reminders to all those concerned. – The problems of the missing conference bags for companions was to be solved during week 34 by Sylvia Dubourg.

4. Point on Different Activities

- Internet Café. F. Wittgenstein reported that O. Martin had established fruitful connections with UIT. A total of 22 computers and 3 printers will be available and distributed between the Internet Café (Room 17), the Paper Reception (Room 16: 2 computers and 1 printer) and the Registration Desk. The opening hours of the CICG are 7 a.m. to 7 p.m.
- CERN Visits. W. Flegel informed the committee that printing of the brochure would go ahead. Initially it was foreseen to order 600 copies at FF 10'000. The LOC felt that these brochures were of general interest to CERN and so ETT Division ought to foot the bill, having more copies printed if they felt like taking advantage of this opportunity. W. Flegel will follow it up. Copies of the CERN Courier should also be on display on the Visits Stand. Françoise Métral will organize it. CICG Rooms. Following a recent visit to the Centre it became clear that room 1 will not be available despite the initial request to rent the whole centre for MT17. (Rooms 2, 3 and 4 are available. The latter two can be merged.) Therefore the CERN Exhibition will be moved along on the same floor. It was suggested by those LOC members who had taken part in this last visit that the new emplacement was perhaps more advantageously situated. – Requests for notices should be sent to Susan Maio (LHC) who will forward them to a CIGG technician, thus ensuring a uniform display. It had been established that overhead and slide projectors were available. Direct PC projection is also possible; Claudine Bosteels has asked for 4 beamers and will organize the necessary formalities to take them out of CERN. – The posters for the CERN exhibition are ready.
- Access CIGG. Installation will not be possible before Saturday. (Perhaps something may be installed on Friday afternoon.) However, storage is available during the week before the Conference (week 38).
- IEEE. Stephen Russenschuck confirmed that reviewers had been contacted. Confirmation will be sent out at the end of August. The template for Paper Submission will have to be republished on the Web since the first IEEE version provided was not complete. Authors will be notified by e-mail.

- Session Secretaries. Romeo presented the list prepared by W. Kalbreier. Some changes were made and the remaining gaps filled. Answers should be addressed to W. Kalbreier (copy R. Perin) by August 23rd. A “Poster Check-list” was presented by W. Kalbreier. His secretary, M.-P. Colin, will prepare the summary forms.
- Budget. F. Wittgenstein commented his latest version. CHF 35'000 had been set out for unknown charges.
- Sponsorship. The LOC decided against a possible sponsorship proposal from within CERN, since it was judged to be non-relevant to MT17.

5. A.O.B.

There was none.

The next meeting will be held on **Friday, 31st August at 10 a.m. in room 112-R-034.**

T. Jones
20.08.01