

POSIPOL 2006 – APRIL 26-27-28, 2006

	TOPIC	ACTION TO BE TAKEN	PERSON IN CHARGE	STATUS
01	Local Organizing Committee	<ul style="list-style-type: none"> - Site Web updated - POSIPOL 2006 – Member list to be updated - LR: Chairman - FZ – GG will bring their program support 	<ul style="list-style-type: none"> - Carlos Pinto-Pereira for the Web page 	OK
02	International Program Committee Members	<ul style="list-style-type: none"> - List of members updated 	<ul style="list-style-type: none"> - Frank Zimmermann - Louis Rinolfi 	OK
03	Program for the topics and numbers of sessions	<ul style="list-style-type: none"> - LR+FZ+GG have to discuss and send program of the topics - MCG works on Indico 	<ul style="list-style-type: none"> - GG + LR + FZ - MCG for Indico 	In progress
04	List of delegates participating to the Workshop	<ul style="list-style-type: none"> - List generated by Indico - Event-compton-posipol-2006 	<ul style="list-style-type: none"> - LOC 	In progress
05	Program of the visits (CLIC, CTF3, LHC, ...)	<ul style="list-style-type: none"> - Atlas visit on Thursday, April 27, 14:00-16:00 Max. 12 people; meeting point: 13:45 Building 33. - CLIC-CTF3 visits 16:00 – 18:00 Number of participants to be communicated. 	<ul style="list-style-type: none"> - Marie-Christine Guirao - Louis Rinolfi 	OK OK
06	Photography of the Workshop	<ul style="list-style-type: none"> - Date : On Thursday, April 27 - Venue : In front of the Globe - Time: Either during coffee break or before ATLAS visit at 13:30 or after it at 16:30 	<ul style="list-style-type: none"> - Muriel Macchi - Maximilien Brice 	TBC

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07	Budget CERN	- Budget code: 60711 (EU-CERN-ELAN)	- Daniel Schulte - Gilbert Guignard	OK
08	Global Account POSIPOL	- CERN Conferences Account open	- LR – MM – MH	OK
09	Inscription Fees	- On the WEB site, through Indico - Link to be created for inscription and fees	- LR – MM – MH - Carlos – MCG	OK
10	Welcome Drink	- Date: Wednesday, April 2006 - Venue: Glassbox	- Marie-Christine	OK
11	Dinner's organization	- Date: Thursday, April 27.2006 - Time: 19:30 - Venue: Mont-Blanc Hotel - Menu needs to be approved and 50% down payment is requested. - Menu in Indico: to be mentioned: Chicken; vegetarian; fish might ask for a red meet?	- Marie-Christine Guirao - LR – MCG – MH - Marie-Christine Guirao	OK In progress TBC
12	Badges - Security	- MCG will take care of issuing the badges - MCG will hand over a list to the guards	- Marie-Christine Guirao	In process
13	Registration	- Building 33; MCG to check with Mr. Bertola - MCG will hand over a list to the guards	- Marie-Christine Guirao	TBC

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14	IT	<ul style="list-style-type: none"> - Check for “Wifi”; check with Alasdair Ross - Order adaptors and extension 	- Muriel Macchi	TBC In Progress
15	Absence	<ul style="list-style-type: none"> - 16.03 – 17.03 / 30.03 – 08.04 - 18.04 – 21.04 - 14.04 – 22.04 - 06.03 – 10. 03 / 20.03 – 24.03 - 10.04 – 13.04 	<ul style="list-style-type: none"> - Marie-Christine Guirao - Gilbert Guignard - Carlos Pinto-Pereira - Louis Rinolfi - Muriel Macchi 	Confirmed TBC Confirmed Confirmed TBC