

Write the Docs Prague

Autoklub Logistics and Schedule

Contact for urgent questions: Mikey Ariel 603 261 361

Furniture and Equipment

- Smetana Hall
 - 200 chairs theatre style
 - 50 chairs in 2 rows around the balcony (remove tables and stools)
 - 2 monitors at each side of the stage (one for slides and one for captions)
 - Small monitor on the stage facing the presenter
 - Podium + microphones set up on stage left (no panel table, clear stage)
- E. Junkova Hall
 - 10-12 tables for 6-8 people
 - Flip-charts and whiteboards + markers
- Foyer (needs to be ready on Saturday for setup)
 - 2 long tables for registration and swag (facing the stairway in L-shape)
 - 3 high tables for stickers and community swag (near the registration)
- Praga Hall (speaker room) - 3 tables for 4 people (power supplies)
- LK Hal (staff room) - 2 tables for 4 people + 2 set of low couches (power supplies)
- Aero room (quiet room) - 4 tables for 4 people + 2-3 set of low stools from balcony
- Power supplies at every table in every room (also distributed in Smetana Hall)
- Ashtrays should be placed outside the building near the entrance (we do not want any indoor smoking, even in the downstairs foyer) (not too near the entrance)

Catering Guidelines

- Expected attendance
 - Sunday: Breakfast - 60 ppl / Lunch 80 ppl / Reception 120 ppl
 - Monday and Tuesday: 250 ppl
- Coffee, tea, and soft drinks all day, also in LK Hall and Praga Hall (not Aero Hall)
- **No alcohol** is to be served at any time except for the reception on Sunday
- All the food needs to be labeled in English and with clear indication of allergens, also indicate if **vegetarian, vegan, gluten-free** (these are our primary special groups)
- Please only bring out coffee break snacks out 10 minutes before the break time, we also have short breaks between each talk, but not every break is a snack break

Daily Schedule

Friday 7.9

13:00 WTD team pick up keys and drop off items in the Aero room

Saturday 8.9

16:30 - 18:30 WTD team setup in foyer (registration tables must be ready before)

Sunday 9.9

15:00 videographer and transcribers set up (AV person + equipment must be ready before)

- Smetana Hall not open to attendees
- Focus WIFI power in the E. Junkova Hall

Time	Activity	To-Do
8:30	Conference staff arrives	Coffee and some breakfast is ready for the staff
9:00	Doors Open	Breakfast served
10:00	Group workday part 1	
13:00	Lunch (1 hour)	Lunch served only in foyer
14:00	Group workday part 2	
17:00	Reception (3 hrs)	Finger food + alcohol bar open

Monday 10.9

Time	Activity	To-Do
8:30	Conference staff arrives	Coffee and some breakfast is ready for the staff
9:00	Doors Open	Breakfast served
10:00	First set of talks	Leave breakfast for another 1hr or so
11:50	Snack break (20 minutes)	Savory snacks
13:20	Lunch (1 hour)	Lunch served in foyer + restaurant downstairs
16:10	Snack break (20 minutes)	Sweet snacks
18:30	Day 1 ends	

Tuesday 11.9

Time	Activity	To-Do
8:30	Conference staff arrives	Coffee and some breakfast is ready for the staff
9:00	Doors Open	Breakfast served
10:00	First set of talks	Leave breakfast for another 1hr or so
11:50	Snack break (20 minutes)	Sweet snacks
13:20	Lunch (1 hour)	Lunch served in foyer + restaurant downstairs
16:10	Day 2 ends	

