

AMMCS-2013, Issues to be solved/checked as of August 13

1. The Program was released; related remaining issues:

- Final checks, including plenary sessions chairs;
- Final check of issues related to student and young researcher prizes;
- Final check for student volunteers;
- Email to session organizers;
- **Careful check for consistency between the Program and the Book of Abstracts (the number of talks and the author index).**

2. Plenary speakers – reminders, accommodation, reimbursement.

3. Student Prizes and Student support – **selection, awards** (3 prizes for students, 1 for young researchers, and travel support scholarships); per diem and transportation cost to student volunteers team; **to print 4 diplomas.**

4. **Conference bags --- to make sure that the folder will fit the bag, and that all items will fit the folder.** The number for each item: according to Roman, we have 346 registered participants – this number does not include some plenary speakers, some session organizers for whom registration is free, committees and students – so **the total number of each item should be between 500 and 600):**

- Conference badges: different colors for the following 5 groups: (a) plenaries (11), (b) session organizers and scientific committee (the names are at the website), (c) organizing and technical committees, (d) student volunteers team, (e) regular participants. **We need to be able to print labels for badges on-site (in case of a mistake or for those who have not registered beforehand);**
- Pens.
- Note pads.
- USBs with the program and book of abstracts.
- Tourist Information Brochure for Waterloo and area (and bus #7 schedule).
- Suggestions for excursions (either print from the web).
- Email access information (a nicely looking pdf file, printed) with login/password credentials printed (to be printed by our technical committee).
- (a) Instructions for session chairs and (b) Instructions for speakers – both of these should also be taped to the AV console in each conference room. (c) Instructions for Poster Presentations to be posted in the rooms (and to have on Registration Tables to give to participants).
- List of restaurants + directions close by with distances indicated (with a big map on the wall).
- Conference Banquet Tickets - to print and to include for those registered for conference banquet.
- Drink tickets – (a) welcome reception (for all registered participants) – how many tickets per person? Probably 2, (b) for conference banquet (for all registered for the banquet plus plenary speakers and who else?) - how many tickets per person? To print these tickets for (a) and (b) and to have envelopes for them.
- A map with plan of 1st and 2nd floors (and possibly 3rd) **with the key spots to be well indicated: plenary rooms, computer rooms, poster session, washrooms, and the corridor leading to the Science Courtyard with Tim Horton, the Welcome Reception place.**

- In 2011 we had centennial celebration shopping bags, could they offer us something useful for participants this year?
- Anything else from AMMCS-2013 memorabilia (e.g., cups or other items with AMMCS-2013 on them)?

5. Book of Abstracts – we need it asap. Issues: disclaimer statement to include, proofreading before its release and **consistency between the Program and the Book of Abstracts (the number of talks and the author index).**

6. Daily program updates for the doors of all rooms where presentations will take place plus a **General Daily Program (on a big tripod for many people to view simultaneously).**

7. Poster session – poster boards and availability of stationary; to print labels for the posters P1 through P20; Instructions for posters to email to all 20 poster presenters.

8. Registration desks – how to staff them:

- the number of tables to arrange (2 divided by alphabetical order: A-M and N-Z plus 1 table: “Without Pre-Registration “ – the latter is for Sunday and Monday only);
- laptops needed for registration desks – 3 (in case of emergency, one of them should serve as a backup presentation medium).
- Stationeries are needed at registration desks,
- the most updated complete list with all, registrations/cancellations/reimbursements/replacements and all details of each registration (in both electronic and printed format, at least 5 printed copies – 2 per each registration desk and 1 Master copy).
- parking issues – printout from the web and training the students on this issue (e.g., what to do when arrivals are outside of the window from 8 to 4 – hours of operations of the entrance kiosk).
- all receipts should be ready to be handed in (and **certificate of participation, if required**);
- on-site registration issues (e.g., for an accompanying person or for an extra ticket for the banquet)

9. Directions to the venue, registration desk and related posters (all should be very simple – just to attract attention and to point out the direction):

- Poster: **AMMCS-2013 Registration**;
- Posters **A—M** and **N—Z**;
- Directions to **AMMCS-2013 Registration** (waterproof posters for exteriors);
- Posters are available from <http://www.ammcs2013.wlu.ca/conference-flyer.html> to be used for interiors (just to add an arrow and they can be used for directions to the Welcoming Reception Venue and other purposes); both the Fields’ and WLU’s posters are available. **Locations to include: King & Hazel entrances plus several other key locations, as well as indoor locations around the campus.**
- Poster Session with hours.
- Computer Rooms Posters with hours of operation.

10. **List of tasks for students – to have a grid** by August 20 - to distribute students between these tasks:

- 1 student per 2 rooms for all sessions at any given time, for example BA208 and BA209.

- students simultaneously on both floors (e.g., 2 on the 1st and 3 on the 2nd and 1 on the 3rd); students must have keys from computer consoles for computer terminals and be very comfortable with equipment operation;
 - to attend registration desks during the registration hours.
 - to assemble registration bags before Sunday (on August 25).
 - putting (waterproof) direction posters (August 25 in the morning) and indoor signage around the campus.
 - Instructions for session chairs and Instructions for speakers to be taped in each room (August 25).
 - **Daily program updates posting – twice a day (for the morning and afternoon sessions);**
 - Poster sessions assistance.
 - To distribute water in the morning to all 10 rooms and check it before sessions at 14:00, 15:15, and 17:15.
 - Attendance of the orientation and folder stuffing meeting on Friday, August 24.
 - what else?
11. Work on specifics of the conference banquet, coffee breaks, the photo shoot, and other issues.
- Welcoming reception at Science Courtyard – the number of people expected; **drink tickets** (the number of tickets per registered person); **the total cost**.
 - Conference banquet (St. George) -- the number of people expected (to account for plenaries); bus arrangement; **after dinner speaker**; other issues; **the total cost**.
 - Coffee breaks --- the number of people expected: Monday through Friday and corresponding orders for each day; **total cost**.
 - Photo Shoot on August 28 --- suggested locations (the new —amphitheater, outside the dining hall, Science Atrium or SBE Atrium); to hire Public Affairs @ around \$100 per 30 min or to seek another option;
12. Springer Proceedings, special sessions organizers & scientific committee – refereeing, distribution, and related issues.
13. Opening (reminder to the President and the Dean’s office); **media helper (mobile contact details)**, and communication between us – mobile phone numbers, other contacts (Helen Exley, Susan at Laurier Conference Centre, Caroline Williamson, Chasity Stewart, Justin Ogilvie, Andrew Moase, Tanya Diriye, Richard Godsmark, Carl Langford, etc). **To make a list with phone numbers for internal use.**
14. Items to arrange/borrow:
- Laptops – 3 (1 for each desk and 1 Master laptop) ;
 - Scissors and staplers;
 - Printer (with setups for printing name tags)
 - **Tripod for Daily Program** – this is a very important issue as it should be really big, given the number of talks we have every day; **many people should be able to look at it simultaneously.**
 - Extra keys to consoles.
 - 10 pitchers for water and glasses (or bottled water)

15. Final message to All: (a) travel, (b) registration hours, welcoming reception and opening reminder, (c) equipment (must have a pdf file on a USB stick as a backup).