

First annual CARE meeting

Organizational issues

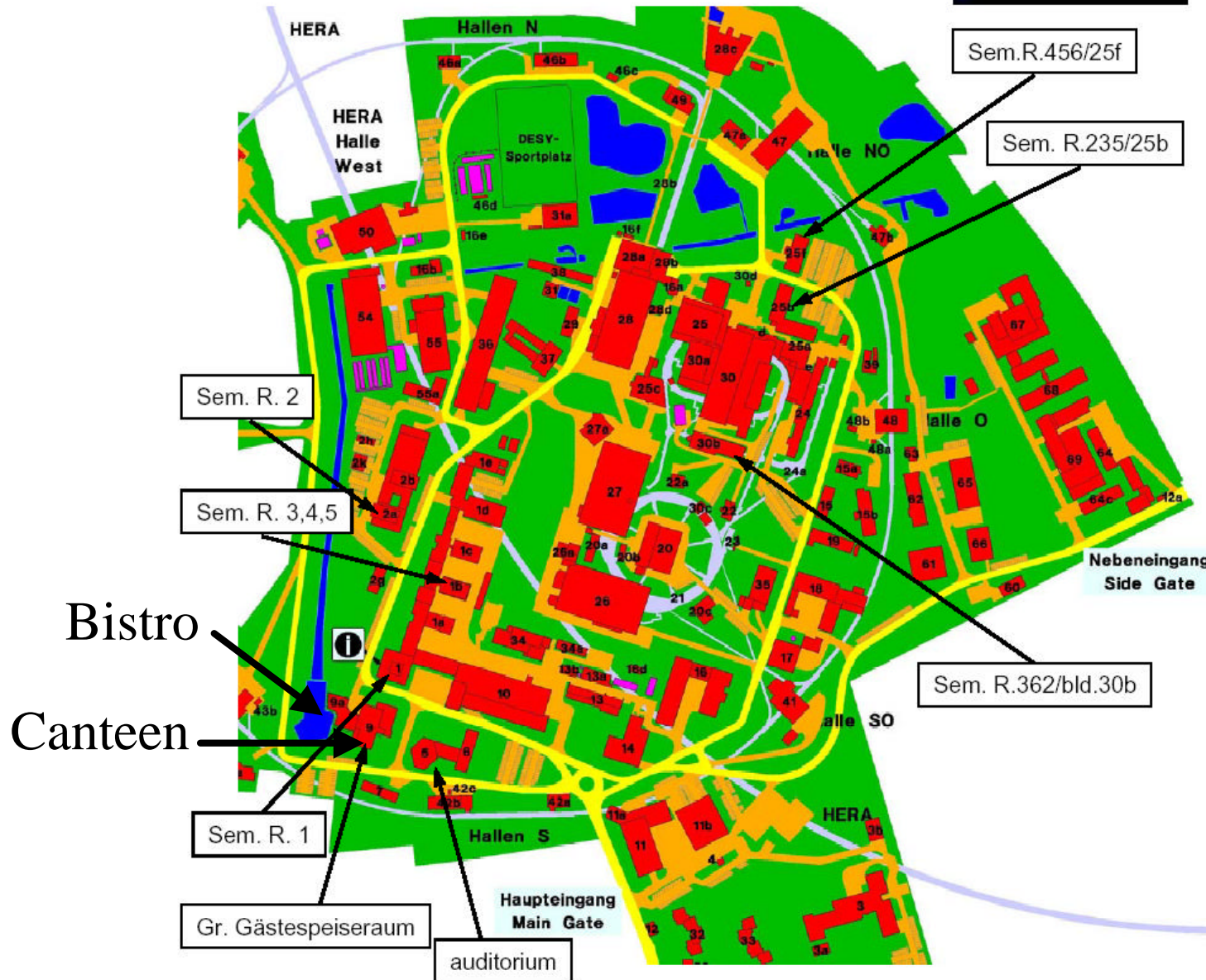
The word "CARE" is written in large, white, outlined capital letters. The background is a dark blue gradient with a bright blue light source in the center, creating a lens flare effect. There are also some faint, glowing blue lines and patterns scattered around the text.

Overview Schedule

- CARE web page : <http://care04.desy.de/>
 - Ground plan DESY
 - Overview plenary & parallel sessions
 - Seminar rooms Nov 2., Nov3.,
 - Schedule & talks of working groups
- All information is available in hand-out

CARE Annual Meeting 2004

DESY Ground plan





CARE Collaboration Meeting Schedule/Agenda Plenary and Parallel Sessions



Tuesday, November 2		Wednesday, November 3		Thursday, November 4		Friday, November 5	
08:00	<i>Registration</i>						
09:00	PLENARY (Auditorium)	09:00	PARALLEL	09:00	PLENARY (Auditorium)	09:00	PLENARY (Auditorium)
10	Introduction session Chair: D. Trines Welcome - From the Lab Director hosting the general CARE meeting (A. Wagner)		Networking/Joint Research Activities BENE Workshop (parallel WP1/2) BENE Workshop (parallel WP3/4) BENE Workshop (parallel WP5) HHH SRF see room planning, agenda	40+5 40+5	JRA Activity Reports Chair: O. Napoly Report on SRF Activities (D.Proch/T. Garvey) Report on PHIN Activities (A. Gilgo)	20+5 20+5 20+5 20+10	Special Sessions Chair: M. Spiro LC Technology (J.E. Augustin) Summary EUROTeV kick-off (E. Elsen) ECFA views on Accelerator Activities in Europe and the World (B. Foster) CARE Outlooks (R. Aleksan)
30+10	CARE General Status & Plans - by CARE coordinator (R. Aleksan)						
30+10	CARE Dissemination Activities - by Dissemination Board Chair (O. Napoly)						
10	Organizational issues (J. Proch)						
10:30	<i>Coffee Break</i>	10:30	<i>Coffee Break</i>	10:30	<i>Coffee Break</i>	10:45	<i>Coffee Break</i>
11:00	PARALLEL	11:00	PARALLEL	11:00	PLENARY (Auditorium)	11:00	CARE Governing Board
	Networking Activities ELAN (3 sessions in parallel) BENE Workshop HHH see room planning, agenda		Networking/Joint Research Activities BENE Workshop (parallel WP1/2) BENE Workshop (parallel WP3/4) BENE Workshop (parallel WP5) HHH SRF see room planning, agenda	40+5 40+5	JRA Activity Reports Chair: R. Aleksan Report on HIPPI Activities (R. Garoby) Report on NED Activities (A. Devred)		CARE governing Board meeting (representatives of the contracting institutes)
12:30	<i>Launch</i>	12:30	<i>Launch</i>	12:30	<i>Launch</i>	13:30	<i>Launch</i>
14:00	PARALLEL	14:00	PARALLEL	14:00	PLENARY (Auditorium)	14:30	CARE management meetings Joint CSC+CDB meeting
	Networking Activities ELAN (3 sessions in parallel until 15:00) ELAN(plenary) BENE Workshop (plenary) HHH see room planning, agenda		Networking/Joint Research Activities BENE Workshop (plenary) HHH SRF PHIN HIPPI see room planning, agenda	40+5 40+5 40+5	Networking Activity Reports Chair: B. Foster Report on ELAN Activities (F. Richard) Report on BENE Activities (V. Palladino) Report on HHH Activities (F. Ruggiero)		Joint CSC+CDB meeting
16:00	<i>Coffee Break</i>	16:00	<i>Coffee Break</i>	16:15	<i>Coffee Break</i>	16:00	
16:30	PARALLEL	16:30	PARALLEL	16:30	CARE Collaboration Council Meeting		
	Networking Activities ELAN (Plenary) BENE Workshop (plenary) HHH see room planning, agenda		Networking/Joint Research Activities BENE Workshop (plenary) HHH SRF PHIN HIPPI see room planning, agenda		CARE Collaboration Issues: CARE Status and Plan Dissemination Activities Management issues Publication policy		<i>And</i> Auditorium Blg 5 SR1 Seminar Room 1 Blg 1 SR2 Seminar Room 2 Blg 2 SR3 Seminar Room 3 Blg 1b SR4 Seminar Room 4 Blg 1b SR5 Seminar Room 5 Blg 1b GSW Gastespeiseramt Blg 9 456/25f room 456, Building 25f (Hasytab)
18:30	<i>Adjourn</i>	18:30	<i>Adjourn</i>	18:30	<i>Adjourn</i>		
19:00	<i>CARE Welcome</i>			19:00	<i>CARE Dinner</i>		

Nov-02-2004

Auditorium	Sem. R. 1	Sem. R. 2	Sem. R. 3	Sem. R. 5
9:00 CARE welcome and Introduction				
10:30 Coffee Break	10:30 Coffee Break	10:30 Coffee Break	10:30 Coffee Break	10:30 Coffee Break
11:00 ELAN Cold technology 12:30	11:00 HHH - NED 12:30	11:00 BENE plenary 12:30	11:00 ELAN beam dynamic 12:30	11:00 ELAN New technology 12:30
Lunch	Lunch	Lunch	Lunch	Lunch
13:30 ELAN - ILC - KEK 15:00	14:00 HHH - NED 16:00	14:00 BENE plenary 15:50	14:00 ELAN beam dynamic 15:00	14:00 ELAN new technology 15:00
15:00 ELAN Plenary 1 16:00	16:00 Coffee Break	15:50 Coffee Break		
16:00 Coffee Break	16:30 HHH - NED 18:30	16:10 BENE plenary 18:30		
16:30 ELAN Plenary 2 18:00				
18:00 KEK preparation 19:30				

Nov-03-2004

Sem. R. 1	Sem. R. 2	Sem. R. 3	Sem. R. 5	Gr. Gäste	456 / 25 f
9:00 BENE WP1/2 10:30	9:00 BENE WP3/4 10:30	9:00 JRASRF 10:30	9:00 BENE WP5 10:30	9:00 HHH - NED 10:30	9:00 ELAN new Tech 10:30
10:30 Coffee Break	10:30 Coffee Break	10:30 Coffee Break	10:30 Coffee Break	10:30 Coffee Break	10:30 Coffee Break
11:00 BENE WP1/2 12:30	11:00 BENE WP3/4 12:30	11:00 JRASRF 12:30	11:00 BENE WP5 12:30	11:00 HHH - NED 12:30	11:00 ELAN New Tech 12:30
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
14:00 HIPPI 16:00	14:00 BENE plenary 15:50	14:00 JRASRF 15:50	14:00 PHIN 16:00	14:00 HHH - NED 16:00	
16:00 Coffee Break	15:50 Coffee Break	15:50 Coffee Break	16:00 Coffee Break	16:00 Coffee Break	
	16:10 BENE plenary 18:30	16:20 JRASRF 17:00	16:30 PHIN 18:30	16:30 HHH - NED 18:30	

SRF Collaboration meeting
Hamburg, November 3, 2004
DESY

[min] Time

WP

09:00	20	1 Management and Communication (M&C)	<i>D. Proch</i>
09:20	30	2 Improved Standard Cavity Fabrication (ISCF)	<i>P. Michelato</i>
09:50	20	3 Seamless Cavity Production (SCP)	<i>W.-D. Moeller</i>
10:10	20	4 Thin Film Cavity Production (TFCP)	<i>M. Sadowski</i>
10:30		Coffee Break	
11:00	40	5 Surface Preparation (SP)	<i>L. Lilje</i>
11:40	30	6 Material Analysis (MA)	<i>E. Palmieri</i>
13:00		Lunch	
14:00	30	7 Couplers (COUP)	<i>M. Omeich</i>
14:30	40	8 Tuners (TUN)	<i>P. Sekalski</i>
15:10	40	9 Low Level RF (LLRF)	<i>S. Simrock</i>
15:50		Coffee Break	
16:20	10	10 Cryostat Integration Tests	<i>B. Visentin</i>
16:30	20	11 Beam Diagnostics (BD)	<i>M. Castellano</i>

Social activities, events

- Cafeteria (next to Canteen):
 - 07:00 until 17:00; breakfast, coffee,...
- Canteen
 - (11.00 until 14:00) : lunch
 - Please avoid rush hour 12:00 to 13:00
- Bistro (back side of Canteen):
 - 17:00 until 23:00, dinner, drinks, ...
 - CARE Wellcome party on Tuesday, 2.Nov. 19:00
 - CARE Dinner on Thursday, 4. Nov. 19:00 (Ticket)

Meeting Rooms

- PC, Beamer, Overhead projector available
- Please download your talks to DESY PC via USB stick or CD-Rom
 - DESY room advisor will instruct you
- Talks for next day: please hand in memory device at registration desk
- If you use your own laptop, do not forget to download to DESY PC (for publication)
- WLAN open for guest-net (in case of problems, ask the room advisor)

Communication

- Central contact point is registration desk
 - Also see pin wall
- External fone, Fax, Copy, printer next to registration desk
- Internet cafe next to registration desk
- WLAN in all meeting rooms
- For late changes of the program, see pin wall

Publications

- We intend to place all presentations & talks on the CARE web page
- Format will be PDF of your presentations
- If you want to block your publication, let me know before end of the meeting

**This is our first annual CARE meeting
We try hard to have a perfect organization**

CARE

**Please be cooperative when we struggle
with your last minute changes**