

## PARTICLE PHYSICS AND ASTRONOMY RESEARCH COUNCIL

### Actions from the All Hands/SC2005 Planning Meeting held on 11th May 2005 at the MRC, London

#### All Hands Meeting

##### e-Science Science Focus

The group decided the e-Science Science focus should concentrate on the delivery of large, *real* grids. A suitable headline/ logo would need to reflect this. Nic's suggestion of 'Frontier Science from World Class Grids' should be distributed among the community and the response to be reported back to the group. **Action: Nic Walton**

##### Talks on the Stand

The AHM last year highlighted that stand talks and presentations were often abandoned. This time, informal, interactive and joint talks with GridPP and AstroGrid on set themes would work better.

The themes of these talks were decided by all as;

1. Data
2. Workflow
3. Transport networking
4. Portal/ Client Interaction
5. Support Structures/ Operations
6. Security

These themed talks would be advertised by a timetable on the stand and on flyers that would be included inside delegate packs. The completed flyer would need to be sent to Heather Reid at the EMCC no later than 10am on Monday 19<sup>th</sup> September. **Action: GridPP and AstroGrid members.**

The content of these themed talks would need to be discussed. **Action: GridPP and Astrogrid members.**

The group decided that a small press release would be beneficial. Speaking to Julia Maddock in PPARC and directly to the meeting organisers would be the best way to arrange this. **Action: Deborah Miller.**

##### Layout of Stand

Group members felt it would be useful to receive a scale plan of the stand. **Action: Mark Wells.**

Group members also felt it would be beneficial to receive a copy of the floor plan for the event. **Action: Deborah Miller.**

##### Stand Backdrop

All decided that the stand backdrop would include a banner with a PPARC theme on both sides and include the GridPP and AstroGrid logos. The banner would need a PPARC logo with a generic theme that would not go out of date. **Action: All**

The groups decided that the wording on the artwork needed updating and felt it would be useful to receive electronic copies of the artwork so this could be achieved.

**Action: Mark Wells.**

### **Presentation Materials**

The group agreed that the delegate packs needed updating and agreed that each pack would now contain ten inserts. Three of these would be joint for GridPP/AstroGrid. Three would be specific for each project and one would concentrate on the PPARC theme. The content and design of these would need to be discussed and sent to Mark Wells by the end of June. **Action: GridPP/ AstroGrid members.**

GridPP/ AstroGrid members felt it would be beneficial to receive electronic versions of the existing handouts in order to update them. **Action: Mark Wells.**

### **Accommodation**

Details of the point of contact for accommodation would need to be sent to Dave Colling. **Action: Deborah Miller.**

## **SC2005**

### **Presentation Materials**

The group agreed that the poster backdrops and presentation materials would be the same for SC2005 as the AHM. However, the pop-up stand would need updating. This stand could then be used for the following three years. **Action: Mark Wells.**

The wording on the VO AstroGrid pop-up would also need updating. **Action: Nic Walton.**

### **Planning for SC2006**

As the technical papers for SC2006 were due at the end of March the group decided that this years' conference would be a good opportunity for discussions so that work could be done by Xmas and papers could then be ready in good time. **Action: GridPP/AstroGrid Members.**

### Additional Items:

#### **Freebies**

The group decided the possibility of having a mini optical mouse as a freebie for the event. The cost for these would need to be investigated. **Action: Mark Wells.**

#### **Points of contact for AHM/SC2005**

Bekki Pearce – SC2005, Nic Walton – All Hands.

#### **Timeframes**

It was decided that this time round it was important to know what all the deadlines (for booking accommodation/ shipment dates etc) were early. **Action: Bekki Pearce/ Nic Walton.**

#### **Payment**

Last year PPARC paid for two people to attend the conferences. The group decided to plan on the same assumption this time round but this would need to be confirmed.

**Action: Deborah Miller.**

#### **Exhibition Passes**

As highlighted by last year's event, there is the need to ensure that everyone who will be setting up will have exhibiting passes. **Action: All.**

#### **Point of Contact at the Event**

Dave Berry