

WORK PLAN

UK-V4 Frontiers of Science Symposium

March 2006	steering committee meeting –
10 April 2006	scientific OC finalized.
12 April 2006	teleconference of OC Members to put together session proposals
May 2006	Session proposals put on web for consideration and voting on Ballot circulated
22 June 2006	OC Meeting in Prague to select sessions. Afternoon meeting followed by dinner
8 months before	OC members contact chairs and speakers and confirm their participation to V4/RS. Secretariat to provide form of wording to help them contact and persuade speakers and chairs. Passworded Web page to include details of who has agreed to be intro speaker/speaker at which session, and which country they are from, plus their gender, to ensure a good balance is maintained.
8 months before	Nominations of general participants due. UK nominations to RS and V4 nominations to V4 suggestions for additional participants to fill gaps if people are unavailable/ there are gaps in disciplines after dinner speaker chosen and invited
7 months before	V4/RS send letters confirming the invitations to chairs and speakers
7 months before	RS/V4 send invitations to general participants programme completed with chairs and speakers confirmed
five months before	RS/V4 send logistics letters (including accommodation requirements) to planning group members, general participants, and chairs and speakers
Four months before	V4 (RS) sends RS (V4) confirmation that V4 (UK) names of OC members, speakers, and participants can be published on the internet.
Four months before	RS/V4 get research interests and photos from UK and V4 OC members, general participants, and speakers, respectively.? Use conference organiser
Three months before	Summaries of talks and poster abstracts due (UK to RS and V4s to V4). And onto web page.
Three months before	V4 sends reminder for hotel and event reservation forms to all. ? could do electronic registration. Or use conference organiser
Three months before	V4 compiles agenda books.? Use conference organiser
Two weeks before	V4 sends agenda books to RS for UK mailing, and mails out V4 books.
Jan/Feb 2007	UK-V4 Frontiers of Science Symposium , Krakow. To note that from feedback received so far, 50% of participants would prefer meeting to be over weekdays only. We could maybe compromise and start on a Weds evening, finishing Saturday afternoon. This would be a little less intrusive to those with families. 7 sessions, with more time for breaks than UK-German meeting. Poster session with beer first whole day, in late afternoon.