

EuroGOOS Conference, 3-5 October 2017, Bergen

Programme and Organizational structure, Jan. 2017

1. Date and place

Week of 3-5 October 2017

Bergen, Scandic Bergen City Hotel (Håkonsgaten 2)

2. Title

EuroGOOS International Conference: Operational Oceanography serving sustainable marine development

3. Related events the same year (draft list to start the discussion – unexhaustive, only mentioning polar-focus events but should be enlarged)

- 11-15 June 2017, Tromsø, Norway : Moving in, out, and across Arctic and Subarctic Marine Ecosystems: Shifting Boundaries of Water, Ice, Flora, Fauna, People and Institutions
- 19 Sept 2017, Oban: UK Arctic Science Conference 2017
- ...
- ...
- ...

4. Overall programme – draft structure

		Mo 2/10	Tue 3/10 - Plenary	Wed 4/10 – Breakout sessions			Thur 5/10		
				Obs	Modelling	Services	Obs	Mod	Serv
AM	Side-events	Acoustics	- Opening - High-level teaser session: Copernicus EOOS & Obs proj (Atl, Arctic ??, Med) Data Integration GOOS and GRA JCOMM Acoustics	Selection upon the call for abstracts. Where possible diff. stages of the data chain can be addressed for the same topic, i.e. through Obs-Mod-Serv			Break-out continued (selection upon the call for abstracts)		
PM			- Polar session INTAROS YOPP Blue Action, Interact, Applicate SAON Policies (EU, Global)				Participants travel back or hold side-events		
Evening	Ice-breaker		Social event	Dinner					

5. Venues required

- One plenary room for 250 participants
- Two smaller breakout rooms
- Hallway for the poster exhibition – ideally in the lunch and coffee area
- Rooms for side-events can be made available at NERSC and IMR

All rooms fully equipped with mics, beamers, screens, laptops; water for speakers

Printing of posters on-site should be investigated

Registration reception should provide opportunity to pay on-site and deliver certificates of attendance

6. Programme committee and Org committee

Organizing Committee:

- Stein Sandven, NERSC
- Henning Wehde and Anita Jacobsen, IMR
- Glenn Nolan, Dina Eparkhina, Vicente Fernandez, EuroGOOS

Programme Committee:

- EuroGOOS Executive Board (E Buch, B Brugge, U Lips, R Santoleri, A Martinho, P Farcy, H Wehde), S Sandven, Office (Nolan, Eparkhina, Fernandez), ROOS
Chairs (M Ruiz, J Mader, E Alvarez-Fanjul/G Coppini)

7. Participants

250 participants.

8. Budget

Managed by the local hosts.

Income: from participant fees + host institutes' support

300-350€ full fee

- Early bird?
- Reduction for young scientists 100€
- Free participation to a selection of high-level speakers/guests and the Org team, possibly T&S support

Expenditure:

- Hotel rental and catering
- Social events
- Conf website (incl. registration set up)
- Design of conference identity (banner, flyer, programme)
- Book of abstracts

- Photographer
- Conference bags
- Possibly T&S for selected speakers
- Publication (design) of proceedings
- In-kind staff support to run the event
- In-kind extra meeting space at IMR and NERSC for side-events

9. Social programme

- Ice-breaker, 2/10
- Social event, 3/10
- Conference dinner, 4/10

10. Communication

- A conference website (to be maintained after the event)
 - o Design, hosting and administration of payments – hosts
 - o Content – hosts in liaison with EuroGOOS Comms
- Conference photographer – hosts
- Conference identity (banner) – EuroGOOS Comms
- Conference flyer – EuroGOOS Comms
- Announcements – EuroGOOS Comms
- + see conference bag materials and give aways?

11. Conference bags

- Programme
- List of participants
- Book of abstracts
- EuroGOOS give away (notebook, pen, etc)
- The bag itself

12. Milestones and actions

Immediate actions as of 23 January 2017

- 1) Circulate save the dates (Dina, Jan 2017)
- 2) Agree on the programme outline (Org and Programme comm, end Jan 2017)

- 3) Agree on the title (Org and Programme comm, mid-Feb)
- 4) Develop the conf. identity (Dina, Feb)
- 5) Develop and launch the website (tech – hosts IMR, NERSC; content – Dina, Feb)
- 6) Open the abstract submission (Dina, Feb)
- 7) List rooms at IMR and NERSC available for hosting side events before or after the conf. – about 4-5 rooms in total (Stein and Henning, March 2017)
- 8) Organize a visit to hotel and side-event meeting rooms (April TBD – hosts and EG team, Dina, Laura, Glenn?)

Milestones and planning

Yellow marks the lead-in/preparation/follow-up; red – the month when a certain step takes place (website released, programme confirmed, etc).

	1/17	2/17	3/17	4/17	5/17	6/17	7/17	8/17	9/17	10/17	11/17
Title											
Progr and speakers											
Poster exhibition											
Budget											
Website											
Registration											
Abstracts open											
Abstracts selected											
Talks (and proceeding) confirmed											
Conf. bags											
Proceedings prep and release											
Comms campaign											
Speaker guidelines											
Photographer secured											
Logistics guidelines for staff											

13. Organizational mailing list

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