

# Damping Rings EDR Kick-Off Meeting

5 – 7 November, Cockcroft Institute, Daresbury, UK

## Practical Arrangements: Version 3a (9 October 2007)

### Daily Schedule

08:15	Pick-up from hotels
08:30 – 10:30	Presentations and discussions (2.0 hrs)
10:30 – 11:00	Tea/coffee (provided)
11:00 – 12:30	Presentations and discussions (1.5 hrs)
12:30 – 14:00	Lunch (provided)
14:00 – 15:30	Presentations and discussions (1.5 hrs)
15:30 – 16:00	Tea/coffee (provided)
16:00 – 18:00	Presentations and discussions (2.0 hrs)
18:15	Transport to hotels

**Note:** meeting will finish at lunch time on Wednesday 7 November.  
7.0 hours presentations/discussion on each of Monday and Tuesday;  
3.5 hours presentations/discussion on Wednesday.  
Total: 17.5 hours of presentations/discussion.

### Accommodation

We recommend either the Park Royal, or the Premier Travel Inn (next to Cat and Lion), both in Stretton. Participants will be responsible for making reservations directly with their hotel, but should let us know of their arrangements so that we can provide transport to and from the lab.

### Transport

Taxis will be provided as follows:

08:15 Monday, Stretton hotels to Daresbury  
18:15 Monday, Daresbury to Stretton hotels  
08:15 Tuesday, Stretton hotels to Daresbury  
18:15 Tuesday, Daresbury to the Red Lion, Moore (for no-host dinner)  
20:30 Tuesday, Moore to Stretton hotels  
08:15 Wednesday, Stretton hotels to Daresbury

Cost of the above transport will be included in the registration fee.

We can book taxis to take participants to the airport (or back to the hotel) on the Wednesday, after lunch, but participants will pay their own fare in that case.

### Meeting Rooms

All sessions will be in Seminar Room C in the Cockcroft Institute (Ground Floor). Refreshments and lunch will be provided in G08 (just outside Seminar Room C). Other meeting rooms may be booked on request.  
The wireless network is available throughout the building.

## **Dinner**

There will be a no-host dinner at the Red Lion, Moore, on Tuesday evening.

## **Registration Web Page**

If you will be attending the meeting in person, please register at:

<http://conf.dl.ac.uk/event.asp?eventID=98>

General information on the meeting (including maps, and information on travel and accommodation) and the latest schedule will be posted at:

<http://ilcagenda.linearcollider.org/conferenceDisplay.py?confId=1861>

## **Registration Fee**

A registration fee of £50 will be charged to cover:

- Transport between hotels and Daresbury laboratory.
- Tea and coffee each morning and afternoon.
- A buffet lunch each day.

The fee can be paid by various methods (including credit card and PayPal) at the time of registration.

# Damping Rings EDR Kick-Off Meeting

5 – 7 November, Cockcroft Institute, Daresbury, UK

## Schedule: Version 4 (2 November 2007)

	Monday 5 November	Tuesday 6 November	Wednesday 7 November
08:15	Taxis from hotels to CI	Taxis from hotels to CI	Taxis from hotels to CI
08:30-09:00	Introduction and Overview (Wolski) – 75 mins	Fast Ion Instab. (Urakawa)	RF (Guiducci)
09:00-09:30			
09:30-10:00	RDR Estimates for DR's (Garbincius) – 45 mins	Vacuum (Malyshev)	Systems Integration (Wolski)
10:00-10:30			
10:30-11:00	Coffee	Coffee	Coffee
11:00-11:30	Magnets & PS (Palmer)	Fast Feedbacks (Drago)	Review/Discussion/Close
11:30-12:00		Instrumentation (Wendt)	
12:00-12:30			
12:30-13:00	Lunch	Lunch	Lunch
13:00-13:30			
13:30-14:00			
14:00-14:30	CF&S (Lackowski)	Controls (Carwardine)	
14:30-15:00		Cryogenics (Peterson)	
15:00-15:30			
15:30-16:00	Coffee	Coffee	
16:00-16:30	Lattice (Emery/Xiao)	Injection/Extraction (Mattison)	
16:30-17:00			
17:00-17:30	Electron Cloud (Pivi)	Beam Dynamics (Venturini)	
17:30-18:00			
18:15	Taxis from CI to hotels	Taxis from CI to no-host dinner	
18:30-20:30		No-host dinner (Red Lion)	
20:30		Taxis from Red Lion to hotels	
	<b>WebEx</b>		<b>In Person</b>

### Notes:

- On Monday morning, the Introduction will be from 08:30 – 09:45, and the session on RDR Estimates for the Damping Rings will be from 09:45 – 10:30. All other sessions will follow the times shown in the first column.
- Scheduled time allows for presentation (~60%) and discussion (~40%).
- Presenters should aim, in general, to review briefly the work done for the Reference Design Report, and then to describe the plans for the engineering design phase.
- The description of plans for the engineering design phase should include:
  - specification of required information, and the deliverables (together with their priorities);
  - schedule;
  - resources, including named participants and their roles.