

**Meeting format:**

We are moving to a format similar to that used for the APS spring meeting, two hour sessions which support 3 invited talks or 10 contributed talks or mini-symposia with 1 lead talk and 7 contributed papers.

I (Ben) suggest the following format for DNP08:

**Thursday** (4 hours rather than usual 3 because only 1 session)

8:30-10:30 Workshops 1 & 2 in parallel (could have 3rd if essential)  
 10:30-11:00 Coffee (with pastry)  
 11:00- 1:00 Workshops 1 & 2  
  
 1:00- 2:00 Lunch  
  
 2:00- 3:30 Plenary AA (2 talks)  
 3:30- 4:00 Coffee  
 4:00- 5:30 Plenary AA (2 talks)  
  
 5:30- 6:30 Reception (cash bar?)  
  
 7:00-12:00 Prog. Comm. Dinner

	<b>Fri day</b>	<b>Saturday</b>	<b>Sunday</b>
8:30-10:30	Sessions BA-BG	Sessions FA-FG	Sessions MA-MG
10:30-12:30	Sessions CA-CG	Sessions GA-GG	Sessions NA-NG
12:30- 2:00	Lunch	Lunch	Lunch
2:00- 4:00	Sessions DA-DG	Sessions HA-HG	
4:00- 6:00	CEU Posters EA	Town Mtg. JA	
6:00- 7:00	Reception KA		
6:00-12:00	Exec. Comm. Din.		
7:00- 9:00	User Grp Mtgs. (Could be Thur)	Banquet LA	

(see below for additional detail)

	Norfolk Example	Ben	Carol	JT (suggestion)
Abstract Submission date	July 2 <sup>nd</sup>	July 1 <sup>st</sup>		
User & Satellite Mtg Cutoff Date	August 15 <sup>th</sup>		August 15th	
Early Reg Date	August 31 <sup>st</sup>	Same as hotel cut	September 23 <sup>rd</sup>	
Hotel Reserve cutoff date	September 8 <sup>th</sup>	Same as early reg date ... see Carol	September 23 <sup>rd</sup>	
Late Reg Date	October 1 <sup>st</sup>		October 15 <sup>th</sup>	
Workshop Date	October 10 <sup>th</sup>	October 23 <sup>rd</sup>		Oct 23 (Thurs)
Meeting Dates	October 11-13	October 23-26		Oct 23-26 (Thu-Su)
Opening Reception Date	October 10 (Wed)	None		
Reception Date	October 12 (Fri)	October 23 <sup>rd</sup> (Th)		
Banquet Date	October 12 (Fri)	October 25 (Sat)		
Town Hall Mtg Date	October 12 (Fri)	October 25 (Sat)		
Poster Session Date	October 12 (Fri)	October 24 (Fri)		
Registration link	JLAB address		CCC	CCC (?)
Lodging link	JLAB address		CCC – make sure they use CCC to get rate	CCC (?)
Early Reg Fee	200/400/100	200/400/100		
Late Reg Fee	250/450/125	250/450/125		
Onsite Reg Fee	300/500/150	300/500/150		
Workshop Fee	60/80/100	40/60/80		
Banquet Fee	\$ 55.00		\$55.00 / \$60.00 onsite	
Hotel Rate	\$ 115.00		\$125.00	\$ 125.00
Hotel Rate Reference Code	Jefferson Lab DNP 2007		Not applicable	DNP2008 (?)
Email address	JLAB address		For reg and hotel <a href="mailto:info@cccmeetings.com">info@cccmeetings.com</a> For abstracts and program – DNP08	<a href="mailto:DNP08@lbl.gov">DNP08@lbl.gov</a> (?)
Web address	JLAB Web			DNP08.lbl.gov (?)
Satellite Meeting point of contact	JLAB address		CCC	CCC (?)
Tour date				Sunday
Tour costs	Free (?)		Cost of bus?	Free (?)
Anything Else ??				(?)