

Status Report: LCWA09 Organization

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- Please see panda.unm.edu/LCWA09.
- Contracts are in place with 3 hotels for a total of 225 rooms
 - 125 rooms downtown (Hotel Blue)
 - 50 rooms near UNM (Plaza Inn)
 - 50 rooms at the airport (Grand Airport Hotel)
 - If there is high early demand, the hotels will expand the 50-room blocks.
- Contracts are in place with the caterer (welcome reception + banquet), the reception venue (UNM Maxwell Museum of Anthropology), the banquet venue (Albuquerque Museum of Art and History), and the reception musicians.

- Proposals to NSF and DOE have been submitted.
- Conference coordinator has been hired and will start April 1.
- Paperwork is being routed for approval to serve alcohol at the on-campus reception.
- An account has been established for receiving wire transfer registrations.
- Email was sent on 3/16 to Cynthia Sazama inquiring about the availability at FNAL of assistance with poster production and distribution. No reply yet.
- On-line registration page is under development. In addition to the usual information, the registration page will capture delegate requests for parking, companion tickets, and companion tours.

- <http://panda.unm.edu/LCWA09/finance.phtml> provides information on how to apply for financial support:

*"Subsistence support may be available for students and post-docs. To apply, please send an email **To** ILC@phys.unm.edu with **Subject** line "travel fellowship: [candidate's name]" and, in the **Body** of the message:*

- the name and contact information of the candidate*
- the name of the institute*
- the degree program (for students)*
- the name of the supervisor*
- a brief biographical sketch*
- a description of the candidate's current research"*

- <http://panda.unm.edu/LCWA09/travel.phtml> provides
 - driving directions
 - information on airlines
 - train connections
 - parking (reserved and open) options
 - bus routes
- <http://www.unm.edu/welcome/index.html> is linked to the conference web site and provides useful information about UNM.
- <http://www.itsatrip.org/> is linked to the conference web site and provides useful information about Albuquerque.

- The Student Union Building (SUB) has reserved
 - 2 ballrooms which can be combined (with 2 projection systems) or partitioned (during a coffee break)
 - 16 rooms for parallel sessions and/or committee meetings
 - a conference office
 - a computer pod with 22 desktops
 - standby AV and computer technician assistance
- Wireless internet will be available to all conference delegates throughout the SUB.

- To do in the near future:
 - Identify a design and producer for portfolios
 - Identify a charter bus company
 - Complete a contract for coffee breaks
 - Complete a contract for AV equipment
 - Complete a contract for registration assistants
 - Prepare information for delegate portfolios (maps, etc.)

- I welcome your input on everything but especially

- for these tabs on the web page:

- Information for Speakers and Conveners*

- Program Structure*

- room capacity required per parallel session...at least: which sessions are expected to be largest, and which smallest. Available rooms and capacities for parallel sessions:

- Acoma A&B (45 + 45)

- Luminaria (42)

- Alumni (25)

- Mirage/Thunderbird (56)

- Amigo (25)

- Santa Ana A&B (45+45)

- Fiesta A&B (32 + 32)

- Scholars (45)

- Isleta (38)

- Trailblazer/Spirit (52)

- Lobo A&B (70+70)