

VC Video Conferencing Hardware & software client (laptop, camera, monitor, microphone, speakers) (Vidyo/webex)	WF WiFi - dedicated bandwidth at least 3 megabit/s	Pro Projector does same job as the monitor more suitable for salons	Screen more suitable for Break-outs	Au Phone for audio	WB White Board need 1 week notice to order	Pow Multiple mains power at meeting table	Li Lighting	Snd Sound Requirement (incl. microphones and audio mixers?)	Pod Podium? Microphone, Guest speaker on stage seating?	Sk Skype	La Laptop	Pri Printing	FLP Flipchart + pens	Room Set-up T - Theatre style B - Boardroom style U - U-shape style Ba - Banquet style
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	Salons A and B 1/2 Theatre Set-up 1/2 Banquet Set-Up	Salon C Boardroom Set-Up	Salon D U-Shape Set-Up	Breakout 1 Chardonnay Boardroom Set-Up	Breakout 2 Merlot U-Shape Set-Up	Breakout 3 Cabernet Boardroom Set-Up	Breakout 4 Bacchus Boardroom Set-Up	Breakout 5 Verdelet Boardroom Set-Up	Breakout 6 Chelois Power	Breakout 7 Zinfandel U-Shape Set-Up
Time	Main Room	Speaker								
Day 0: Sunday 8 November								Site Visit 14:00 PM		
09:00										
09:30										
10:00										
10:30										
11:00	Coffee Break									
				Consortium Leaders Meeting (A. McPherson) All Day [40] B [001] Pro, Screen				Configuration Meeting (S. Nel) [12] (008) All Day Pro, Screen B	LOC, Admin & Press Office	SaDT NSDN (J. Hammond) All Day [10] (025) Sk, FLP U
12:00	Lunch									
13:00			Early Registration (S. Lamb) [3 Assists] (002) Pri U	(Alistair, Peter, Tim, Andrea, Gary, CL, PMs & EPMs)						
13:30										
14:00										
14:30										
15:00	Coffee Break									
15:30										
16:00										
16:30										
17:00										
17:30										
18:00										
18:30										
18:50										
19:00	End of Day									

	Salons A and B Pro, Screen, LA, Pow, Li, Snd, Pod [300] 1/2 Theatre Set-up 1/2 Banquet Set-Up Chair - AM: A. Casson PM: T. Stevenson Q - Roving Microphone AM + PM: A. Brown	Salon C Boardroom Set-Up	Salon D U-Shape Set-Up	Breakout 1 Chardonnay Boardroom Set-Up	Breakout 2 Merlot U-Shape Set-Up	Breakout 3 Cabernet Boardroom Set-Up	Breakout 4 Bacchus Boardroom Set-Up	Breakout 5 Verdelet Boardroom Set-Up	Breakout 6 Chelois Power	Breakout 7 Zinfandel U-Shape Set-Up	
Time	Main Room	Speaker									
Day 1: Monday 9 November											
07:30										Registration	
09:30	Welcome and report from the DG	Philip Diamond								LOC, Admin & Press Office	
10:15	Report from the Head of Project	Alistair McPherson									
10:45	Coffee Break										
11:15	Update on SKA Governance	Simon Berry									
12:00	Lunch										
12:30		Tango: Possible Solutions for SKA Nervous System (A. Cremonini) T [50] (Riccardo Smareglia Presenter) (003) Pro, Screen, Microphone, Telephone Take your lunch with you									
13:30	ALMA Lessons Learned Q	Robert Laing									
14:15	ALMA Lessons Learned Discussion Q	Robert Laing	INAU & SKAO Level 1 and 2 Requirements interface meeting (M. Waterson / M. Austin) [15] U Pro, Screen	CSP-AIV interface meeting (D. Bolt) [20] B Pro, Screen	LFAA-CSP interface meeting (MG. Labate) [20] U Pro, Screen	SaDT.STFR-DSH interface meeting (R. Olguin) [10] B Pro, Screen					
15:00	Coffee Break										
15:30	Application of Lessons Learned from Complex International Programs Q	Lory Wingate	INAU and SKAO ILS/RAMS interface meeting (C.Taljarrd) [15] U Pro, Screen	CSP-AIV interface meeting (D. Bolt) [20] B Pro, Screen	SaDT.STFR-LFAA interface meeting (MG. Labate) [20] U Pro, Screen	SDP-TM interface meeting (J. S-Vela) [10] B Pro, Screen	DSH-INSAs interface meeting (A. Cremonini) [12] B Pro, Screen				
16:30	Communications & PR Q	William Garnier			SaDT.DDBH-LFAA interface meeting (MG. Labate) Pro, Screen	TM-INAU interface meeting (J. S-Vela) [10] B Pro, Screen	CSP-INSAs interface meeting (M. Caiazza) [12] B Pro, Screen				
17:00	Discussion Q	Tim Stevenson		TM PMP Discussion (M. Deegan) [10] B Pro, Screen	SaDT.NSDN-LFAA interface meeting (MG. Labate) [20] U Pro, Screen	TM-INSAs interface meeting (J. S-Vela) [10] B Pro, Screen	CSP-INAU interface meeting (M. Caiazza) [12] B Pro, Screen				
17:45	End of Day										
19:00	Welcome Reception at Poplar Grove Winery 7 - 10 pm Snd, Li, Microphone										

Salons A and B Pro, Screen, LA, Pow, Li, Snd, Pod T [300] 1/2 Theatre Set-up 1/2 Banquet Set-Up Chair - AM: M. Austin PM: G. Davis Q - Roving Microphone AM: P. Gibbs PM:		Salon C Boardroom Set-Up	Salon D U-Shape Set-Up	Breakout 1 Chardonnay Boardroom Set-Up	Breakout 2 Merlot U-Shape Set-Up	Breakout 3 Cabernet Boardroom Set-Up	Breakout 4 Bacchus Boardroom Set-Up	Breakout 5 Verdelet Boardroom Set-Up	Breakout 6 Chelois Power	Breakout 7 Zinfandel U-Shape Set-Up	
Time	Main Room	Speaker									
Day 2: Tuesday 10 November, Reports from the Consortia							Site Visit 9:00 AM & 14:00 PM				
09:00	Infrastructure South Africa (INFRA SA) Q	T Cheetham								LOC, Admin & Press Office	
09:30	Infrastructure Australia (INFRA AUS) Q	A Schinckel									
10:00	Dishes (DSH) Q	R Franzen									
10:30	Coffee Break										
11:00	Low Frequency Aperture Array (LFAA) Q	J-G Bij de Vaate									
11:30	Mid-Frequency Aperture Array (MFAA) Q	W van Cappellen									
12:00	Lunch										
12:30	Not just a block of concrete.... The design and construction evolution of an antenna foundation (A. Cremonini) T [MAX 50] (Tracy Cheetham Presenter) (006) VC Pro, Screen, Microphone, Telephone Take your lunch with you										
13:30	Level 0 Requirements Q	R Braun	Meeting Set-up	Meeting Set-up	SaDT.INSND-DSH [10] B interface meeting (R. Olguin) Pro, Screen					It's the Time of the Time (A. vanEs) U (005) Pro, Screen, WB [15 MAX]	
14:00	Report from Science Meeting Q	R Braun	TM-LFAA interface meeting (J. S-Vela) [25 MAX] Pro, Screen B	SKA Engineering Outreach [25 MAX] (W. Garnier) (009) U Pro, Screen, FLP, WB							
14:30	Operations Planning Update Q	G Davis			INAU & SKAO Cost Review (M. Austin) [15] U Pro, Screen	SDP-INSNA interface meeting (J. S-Vela) [10] B Pro, Screen					
15:00	Coffee Break										
15:30	Configuration Management Q	S Nel	Invitee Only - MID Foundation/Pedestal Prototype (INSA+ DSH + SKAO) (A. Cremonini) [25 MAX] (011) Pro, Screen B	SKA Engineering Outreach [25 MAX] (W. Garnier) (009) U		TM-SaDT interface meeting (R. Olguin) [10] B Pro, Screen	SDP-SaDT-CSP interface meeting (J. S-Vela) [16] B Pro, Screen				
16:00	Towards Systems Review Q	T Stevenson				SaDT and INAU interface meeting (A. vES) [15] U Pro, Screen	CSP-SaDT interface meeting (R. Olguin) [10] B Pro, Screen	TM-LFAA-SKAO LMC's & Architecture Discussion B (M. Deegan) [12 MAX] Pro, Screen			
16:30	Operations Availability Modes & Health Monitoring Q	C Taljaard				INAU-SDP interface meeting (M. Deegan) [15] U Pro, Screen					
17:00	End of Day										
17:30					AIV-SDP F2F [1] B (R. Lord) Pro, Screen, WB		TM SEMP Discussion (T. Stevenson & J. S-Vela) B Pro, Screen				
18:00											
18:30											
19:00	Conference Dinner (Penticton Trade & Convention Centre)					Snd, Li, Microphone					

Day 4: Thursday 12 November, Workshops

Site Visit 9:00 AM & 14:00 PM

Time	Salon A 9:00 - 15:00 pm TT LOW M. Waterson (010)	Salon B 9:00 - 15:00 pm TT MID G. H. Tan (011)	Salon C Boardroom Set-Up	Salon D U-Shape Set-Up	Breakout 1 Chardonnay Boardroom Set-Up	Breakout 2 Merlot U-Shape Set-Up	Breakout 3 Cabernet Boardroom Set-Up	Breakout 4 Bacchus Boardroom Set-Up	Breakout 5 Verdelet Boardroom Set-Up	Breakout 6 Chelois Power	Breakout 7 Zinfandel U-Shape Set-Up	
06:00	Main Room	Salon A - Boardroom or Banquet	Salon B Theatre									SKA SEAC Meeting (A. McPherson) U [10] (026) VC, Pro, Screen
08:00												
OFFICIAL START OF DAY 9.00 AM												
09:00	TT LOW (By Invitation) Ba, Pro, Screen VC?	TT MID (Closed Meeting) T, Pro, Screen, VC?, (able to show speaker / audience and projected presentation) or, Audio only with Microphone and sound			LMC Interface Guidelines (LIG) + Implementation (J. S-Vela) B [30 MAX] [014] Pro, Screen	Site Issues SA (A. McPherson) (022) [25 MAX] U Pro, Screen, Audio Only	LOW Breakout (010) [15 MAX] B	WBSPF B Pro, Scr [12 MAX]	Configuration Management (S. Nel) [12 MAX] B (008) Pro, Screen	LOC, Admin & Press Office		Collaboration in MBSE U (007) Pr, Screen, VC [15 MAX]
10:30	Coffee Break											
11:00	TT LOW (By Invitation)	Introduction to SKA MID TT			LMC Interface Guidelines (LIG) + Implementation (J. S-Vela) B [30 MAX] [014] Pro, Screen	PM Forum Closed Meeting [20] U (A. Casson)(012) Pro, Screen	LOW Breakout (010) [15 MAX] B	WBSPF B Pro, Scr [12 MAX]	Configuration Management (S. Nel) [12 MAX] B (008) Pro, Screen	LOC, Admin & Press Office		Collaboration in MBSE U (007) Pr, Screen, VC [15 MAX]
11:30		TT MID – Resolution Teams										
12:00												
12:30	Lunch											
13:30	SKA LOW TT - Introduction & work in progress (open)	TT MID– Resolution Teams	Meet New SKA Project Safety Manager Drop-in [25 MAX] B (J. Kerr)	Operations + TM +SDP Interface Discussions (M. Deegan) [25 MAX] U (015) Pro, Screen	Data flow from correlator to SDP (J. S-Vela) B [20 MAX] [016] Pro, Screen		LOW Breakout (010) [15 MAX] B		Configuration Management (S. Nel) [12 MAX] B (008) Pro, Screen	LOC, Admin & Press Office		Collaboration in MBSE U (007) Pr, Screen, VC [15 MAX]
14:30						Site Issues AUS (A. McPherson) U [25 MAX] (022) Pro, Screen, Audio Only with conference telephone and all the rest						
15:00	Coffee Break											
15:30	Room Set-Up Change back to: 1/2 Theatre Set-up 1/2 Banquet Set-Up		Meet New SKA Project Safety Manager Drop-in [25 MAX] B (J. Kerr) (019) Pro, Screen, FLP	Operations + TM +SDP Interface Discussions (M. Deegan) [25 MAX] U (015) Pro, Screen			LOW Breakout (010) [15 MAX] B			LOC, Admin & Press Office		Collaboration in MBSE U (007) Pr, Screen, VC [15 MAX]
16:00	Closing Comments	Director General										
17:00	End of Day				Consortium Leaders Meeting (A. Mcpherson) B (001) [30 MAX] Pro, Screen							
18:30												
19:00												

Day 5: Friday 13 November, consortia meetings (self-arranged and self-funded)

	Salon A [45-50] T Pro, Screen, Sk? Vyd?	Salon B [25 MAX] B Pro, Screen	Salon C Pro, Screen [25 MAX] B	Salon D [25 MAX] B Pro, Screen	Breakout 1 Chardonnay [20 MAX] U Pro, Screen, Internet/Phone Webex	Breakout 2 Merlot [25 MAX] U Pro, Screen, Vidy	Breakout 3 Cabernet B Pro, Screen [15 MAX]	Breakout 4 Bacchus B Pro, Screen [12 MAX]	Breakout 5 Verdelet	Breakout 6 Chelois	Breakout 7 Zinfandel U [15 MAX] Pro, Screen				
Time	Consortia Day														
08:30	DSH	CSP	SDP	TM	SaDT	AIV	INAU & SA	WBSPPF							
09:00															
09:30															
10:00															
10:30															
11:00															
11:30															
12:00															
13:30															MFAA
14:00															
14:30															
15:00															
15:30															
16:00															
16:30															
17:30	End of Day														