**Registration on 18 January**

There is a counter in the lobby for the registration on 18 January.

* **Name tags:** Each participant gets a name tag with indication of name/surname/Institution. Registration will be opened from 11:45 and end at 12:30 when the first talk is foreseen. Registration by Chiara, Vivian and Katrine.

If you plan to attend only on 19 or 20, Chiara will look for you in the morning.

* **List of participants:** please sign the list of participants at the registration.

**Opening time on 19 and 20 January**

Rooms are accessible from 8 am in the morning. Talks will start at 9 am.

**Wifi**

Available. Access codes will be available upon registration.

**Printers**

If you need to print out something, there is a PC room on 1st floor.

**Plenary Sessions**

* **Presentations** Speakers are requested to save their presentation on the laptop connected to the projector. Do not use your laptop in the plenary session. Bring a USB stick along to save presentations on the laptop.
* **Micros:** A microphone for the presenter is at the speaker’s desk, a microphone will be given to the moderator of the session, two microphones will be available for Q&A sessions for the audience.

**Breakout sessions**

* **Breakout sessions of WP1, 2, 3, 4, 5:** on 19 January afternoon, start 14:00 end 19:00. Rooms are allocated as in the agenda. There might be changes in the rooms allocated if we see that the participants exceed the capacity of the room. Changes will be communicated in the plenary session.

Please the WP leader or co-leader connect their own computer to the projector in the room.

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| --- | --- | --- |
| Breakout session WP1 | Hahn-Hoersaal | Hosts more than 100 participants |
| Breakout session WP2 | Meitner Saal I | Hosts 25 participants |
| Breakout session WP3 | Mozart Room | Hosts 25 participants |
| Breakout session WP4 | Lynen Room | Hosts 25 participants |
| Breakout session WP5 | Ruska Room | Hosts 12 participants |

* **Breakout sessions of WP8**: on 19 January, start 11:00 and end 13:00, in the Ruska Saal. Please the WP leader or co-leader connect their own computer to the projector in the room.

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| Breakout session WP8 | Ruska Room | Hosts 12 participants |

**Lunches, coffee breaks and dinner**

* **Coffee Breaks:** Served in the Meitner-Saal II
* **Lunches:** Served in the Restaurant inside Harnack Haus.
* **Dinner on 18 January:** Served in the Restaurant inside Harnack Haus from 8 pm to 10 pm. If you wish to chat longer after dinner, please move to the Lobby, as the restaurant will serve the last drinks at 10pm at the latest. Alcoholic drinks can be purchased directly from the restaurant.

….Enjoy the discussions!