



## First Bulletin – 9 October 2023

Dear participants of the 13<sup>th</sup> ICFA Seminar,

we look forward to welcoming you in Hamburg from 28 November to 1 December 2023. All information about the seminar can be found on our Indico page

<https://indico.desy.de/event/38293/>

In this bulletin, we summarize the most important practical information to guide you through that page.

## Timetable and Registration

The seminar will start on Tuesday 28 November at 8:30 and will end on Friday 1 December at around 12:45. All talks will take place in the main DESY Auditorium (Bdg 5, see map at the end of this brochure, you can also ask for a printed map at the DESY entrance).

Pre-registration will be possible on Monday 27 November from 14:00 to 18:00 in the Foyer of the main Auditorium. The normal registration will be starting from 8:00 on Tuesday, and coffee will be served.

The registration fee of 180 Euros covers the coffee breaks, 3 vouchers (8 Euro each) for the lunches on Tuesday, Wednesday and Thursday, the reception on Tuesday evening, and the dinner on Thursday evening.

## Coffee Breaks and Lunches

Coffee will be served in the Foyer of the main Auditorium during the coffee breaks and after lunch.

The vouchers for lunch can be used for three different options:

- a limited number of lunch bags with sandwiches will be in the Foyer of the Auditorium;
- due to renovations, the main warm lunches are offered in a tent in front of the cantine terrace. Two menus and soups are available (<https://desy.myalsterfood.de/>). A free dispenser for water is also there at the beginning of the queue;
- a salad bar with warm and cold dishes and a cafeteria are available in the cantine extension (Bistro). This option is recommended for participants with dietary restrictions.

The vouchers should very well cover your expenses for lunch. If that is not the case, please note that the DESY canteen does not accept credit cards for payment, and we recommend you to have cash in Euro.

### Reception and Dinner

The reception on Tuesday will take place in the Foyer of the CFEL building (bldg 99 on the map), which is also close to the DESY's Luruper Chaussee entrance.

The dinner will take place on a museum ship in the harbour area on Thursday evening, soon after the panel discussion. Buses that take you to the location will leave DESY around 18:15-18:30. There will be no buses back, and we ask you to use public transport to reach your hotel ([www.hvv.de](http://www.hvv.de)).

We are taking note of all dietary restrictions and we are informing the catering services.

### DESY Tours

We have organized some guided [tours](#) to selected DESY facilities on Wednesday 29 November, The tours will all start from the main Auditorium at 17:45. For better organizing the tours, we ask you to register at the special registration page <https://indico.desy.de/event/41833/>. In order to know how many people to count for each tour, please register **until 5 November 2023**.

**Finally**, please also read our Code of Conduct in our indico page.

We wish you a very good time in Hamburg,

The Local Organizing Committee

