

# Table of Contents

<b>WLCG workshop Technical Requirements.....</b>	<b>1</b>
Duration.....	1
Reachability of the venue.....	1
Availability of hotels.....	1
Funding.....	1
Registration fee.....	1
Catering and social dinner(s).....	1
Number of participants.....	1
Parallel sessions.....	1
Video conferencing.....	1
Wifi.....	2
Associated events.....	2
Previous experience.....	2
Web page.....	2

# WLCG workshop Technical Requirements

The following lists what is needed to host a WLCG workshop and the criteria used to choose the best candidate.

## Duration

The workshop takes three days (minimum: two half days and one full day; maximum: three full days) and it is either end of June or beginning of July 2017

## Reachability of the venue

The venue should be easy to reach, having in mind that participants will come from all over the world. **Please estimate the travel time from the closest intercontinental airport.**

## Availability of hotels

A sufficient number of pre-booked rooms at close distance from the venue is required.

## Funding

It must be assumed that the registration fee will cover the expenses, i.e. WLCG as a project cannot contribute. The local organisers may try to find sponsors if this does not constrain the workshop program.

## Registration fee

It should cover the rent expenses (if any) the technical personnel (audio/video), lunches and the social dinner (which should be optional to participate to). The fee should be in the range of 100-150 euros. **Please provide an estimate of the registration fee.**

## Catering and social dinner(s)

**Please specify if meals (including a social dinner) are included and if not estimate the corresponding costs.**

## Number of participants

Looking at past workshops, the number of participants is very likely to be between 80 and 140.

## Parallel sessions

There is no need to arrange for parallel sessions.

## Video conferencing

The conference room must be equipped for Vidyo conferences.

## Wifi

The venue room must provide good quality network connectivity, if possible also via Eduroam.

## Associated events

Nothing is foreseen for the time being

## Previous experience

**Please estimate how many similar events (conferences, workshops, etc.) have been organised by your team or your site in the last two years.**

## Web page

The web page of the workshop and the agenda should be created in [indico.cern.ch](http://indico.cern.ch) and contain all the practical details.

-- JuliaAndreeva - 2016-11-25

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