Roles and responsibilities

CA ESD II 2nd Plenary Meeting, 27th – 28th March, Copenhagen

Abbreviations in document:

People: Lucinda Maclagan (LM), Willem Jaspers (WJ), Hans-Paul Siderius (HPS), Annemiek van Woudenberg (AvW), Harriet Henniker-Major (HHM), Frances Downy (FD), Andy Deacon (AD), Jen Roberts (JR), Gregor Thenius (GT), Ulla Suomi (US), Tadeusz Skoczkowski (TS), Daniele Forni (DF), Dorottya Hujber (DH), Daniel Lundqvist (DL), Management Team (MT), Core Theme Leaders (CTL), Working Group Leaders (WG Leaders), Energy Saving Trust (EST), NL Agency (NLA)

Monday 26th March

Time	Task	Further details	Person(s) responsible
09.30 – 11.00	Venue walk through	Meet Michelle from First hotel	HHM, FD, JR
11.00 – 12.00	Bus/Metro to Danish Energy Agency Offices	Directions are available on CA ESD website	MT
12.00 – 17.00	4th MT Meeting	Lunch available from 12.00, meeting to start at 12:30	MT
18.00 – 18.30	Set up registration desk		FD, HHM, JR
18.00 – 19.30	WG preparation meetings (if required)	In First Hotel or a venue of choice, WGs meet to discuss parallel sessions, WG reports and other responsibilities	CT & WG Leaders
18:30 – 19.00	Registration of participants	Register participants: - Provide name badges - Provide dinner details as required - Take photos for those without one	FD, JR, WJ
19.30	Meet for MT dinner	First Hotel restaurant is booked	MT

Tuesday 27th March

Time	Task	Further details	Person(s) responsible
07.30 – 8.15	Event set up	• **Signs & agenda displayed** • **Main meeting room**: laptop + presentations, projection set up, microphone set up • **Break out rooms**: flipcharts & pens, projector, laptops & internet • **Registration desk**: register + parallel session participants, name badges, cameraman, details for dinner	FD, JR
8.00 – 8.30	Main plenary room set up	Check room layout, technical set up, lighting, sound etc. Greet Danish opening speaker.	LM, HPS, HHM

		Ensure speaker presentations are ready.	
8.15 – 8.45	Additional registration of participants	Register participants: - Provide name badges - Take photos for those without one - Provide dinner details as required	JR, FD, WJ
8.15 -8.45	Break out room set up for 1st parallel sessions	WG leaders check set up for 1st parallel sessions (laptops + presentations ready, internet connection if necessary, flipcharts & pens, room set up, etc.) if necessary.	TS, DH, GT
9.00-10.15	Opening Plenary session	HPS to chair, WJ to take notes, FD to take photos, JR to continue to register late guests until 09.10 and help with logistical items	HPS, WJ, HHM, FD
10.15-10.45	**COFFEE BREAK**		
10.15-10.45	CA ESD Interviews	Carry out CA ESD Interviews	HHM, FD, AD, LM, HPS, WJ
10.15 – 10.45	Additional registration of participants	Registration desk open	JR/FD
10.15 – 10.45	Set up 1st parallel sessions (during coffee break)	Plug in laptops, prepare presentations, set up room (flipcharts, pens), find invited speakers and WG members as required.	TS, DH, GT
10.45 – 12.30	1st parallel sessions	WG leaders hold session Circulate and take photos	TS, DH, GT JR
12.30-14.00	**LUNCH**		
12.30-14.00	CA ESD Interviews	Carry out CA ESD Interviews	HHM, FD, AD, LM, HPS, WJ
13.30 - 1400	Additional registration of participants	Registration desk open	JR/FD
13.30-14.00	Set up 2nd parallel sessions if necc. (during lunch break)	Plug in laptops, prepare presentations, set up room (flipcharts, pens), find invited speakers and WG members as required.	TS, DH, GT
14.00 – 15.30	2nd parallel sessions	WG leaders hold session Circulate and take photos	TS, DH, GT JR
15.30 – 16.00	**COFFEE BREAK**		
15.30 – 16.00	CA ESD Interviews	Carry out CA ESD Interviews	HHM, FD, AD, LM, HPS, WJ
15.30 – 16.00	Set up 3rd parallel sessions (during coffee break)	Plug in laptops, prepare presentations, set up room (flipcharts, pens), find invited speakers and WG members as required.	TS, US, DF
16.00 – 17.30	3rd parallel sessions	WG leaders hold session Circulate and take photos	TS, US, DF JR
17.00 –	Set up room for	Set up laptop, presentation, room set up, etc	WJ, LM, JR/FD

17.30	contractors meeting		
17.30 – 18.30	Contractors meeting	WJ & LM to lead and chair contractors' meeting	WJ, LM
19.00	Meet in hotel lobby to travel to dinner	Coaches have been arranged to take participants to the dinner.	ALL
19.15	Depart for dinner		ALL
19.45 – 22.30	**DINNER**	Tight Restaurant	**ALL**

Wednesday 28th March

Time	Task	Further details	Person(s) responsible
8.30 – 9.00	Set up 4th parallel sessions	Plug in laptops, prepare presentations, set up room (flipcharts, pens), find invited speakers and WG members as required.	TS, US, DL
9.00 – 10.30	4th parallel sessions	WG leaders hold session Circulate and take photos	TS, US, DL JR
10.30 – 11.00	**COFFEE BREAK**		
10.30 – 11.00	CA ESD Interviews	Carry out CA ESD Interviews	HHM, FD, AD, LM, HPS, WJ
10.30 – 11.00	Set up 5th parallel sessions	Plug in laptops, prepare presentations, set up room (flipcharts, pens), find invited speakers and WG members as required.	TS, DL, DF
11.00 – 12.30	5th parallel sessions	WG leaders hold session Circulate and take photos	TS, DL, DF JR
12.30- 14.00	**LUNCH**		
12.30- 14.00	CA ESD Interviews	Carry out CA ESD Interviews	HHM, FD, AD, LM, HPS, WJ
13.30 – 14.00	Set up room for Closing Plenary Session	Laptop & projector set up, room & microphone set up, collect presentations from CT Leaders & Coordinator Place box to collect name badges as guests leave	WJ, LM, HPS, HHM, FD JR
14.00 – 16.00	Closing Plenary Session	HPS to chair, WJ to take notes, JR/FD to take photos and help with logistical items	HPS, WJ, JR/FD
16.00	Event close & check out of guests	Thank guests for attending and assist with check out as necessary	HHM, FD, JR, WJ