

## 2017 Argonne Users Meeting: May 8-11, 2017

### Budget and Guidelines for APS/CNM Workshop and Plenary Session Organizers

All workshop-related questions: [UMworkshops@anl.gov](mailto:UMworkshops@anl.gov). Designate a travel allowance for each speaker.

**Submit your budget by March 1, 2017.** For all e-mail correspondence, please include the workshop designation (e.g., APS WK5 or CNM WK6) in the subject line of the e-mail.

**There are explicit and important instructions regarding airfare purchases and reimbursements.**

**PLEASE SHARE THIS LINK WITH YOUR INVITED SPEAKERS:**

<https://usersmeeting.conference.anl.gov/files/downloadables/Speaker-Guidelines.pdf>

Date	Type	Funding	# waived speaker regis. fees	# waived organizer regis. fees
Mon. May 8	a.m. session speaker	\$1000	1	n/a
Mon. May 8	APS half-day parallel plenary	\$3250	4	n/a
Mon. May 8	CNM half-day parallel plenary	\$3250	4	n/a
Tue. May 9 and Wed. May 10	APS and CNM workshops	\$6500/full day (or \$3250/half)	8 waivers/full day (or 4 waivers/half)	2 waivers/full day (or 1 waiver/half)

#### Suggested Workshop Schedule:

Follow the coffee break times and lunch times as closely as possible to minimize noise disruptions. Please conclude workshops by 5:00 pm.

- 8:30 – 8:45 Welcome & Introductory Remarks (15 min.)
- 8:45 – 9:25 Speaker 1 (40 min.)
- 9:25 – 10:05 Speaker 2 (40 min.)
- 10:05 – 10:35 Break (30 min.)
- 10:35 – 11:15 Speaker 3 (40 min.)
- 11:15 – 11:55 Speaker 4 (40 min.)
- 12:00 – 1:30 Lunch
- 1:30 – 2:10 Speaker 5 (40 min.)
- 2:10 – 2:50 Speaker 6 (40 min.)
- 2:50 – 3:20 Break (30 min.)
- 3:20 – 4:00 Speaker 7 (40 min.)
- 4:00 – 4:40 Speaker 8 (40 min.)
- 4:40 – 5:00 Wrap-up and concluding remarks (20 min.)