# SWISSPHOTONICS NTN

**Workshop Guidelines**

**Christoph Harder**

**27.2.14**

SWISS·PHOTONICS

# Workshop timeline

- **Timing**
  - Contact Christoph to set topic:
    - T0-4 months
      - Provide 50 to 100 word abstract of workshop
      - Determine program and local chair
  - Contact speakers to get commitment and working title:
    - T0-3months
      - Get verbal or e-mail agreement from all speakers
      - Working  title
      - Provide list with working title, speaker e-mail list,  and local chair to Beni
    - Beni will then get details from speakers (CV, abstract, photo) and organize together with local chair lab-tour and apero between T0-3 months and T0-2 months
  - Program published on website
    - T0-2months. All details fixed
      - First e-mail notification
      - Second e-mail notification: 2 weeks prior to workshop

# Workshop Format

- **Format**
    - Labtour before the workshop (morning)
    - 2 to 3 talks from industry on market roadmap (state of the art and what technologies are requested by the market)
    - break
    - 2 to 3 talk from academia on technologies under development
    - Discussion rounds
        - in separate rooms with report back, or
        - "Rump session" (3 to 5 people have 2 foils to make a stimulating statement, followed by podium discussion (the 3 to 5 people stay on podium, guided by program chair with involvement of audience)
    - Apero riche

# Workshop Responsibilities

- **Responsibilities**
  - Program Chair
    - Responsible to put program together and to contact speakers for working title
  - Local Chair
    - Responsible for labtour and rooms
  - General chair (Christoph+Beni+Christian)
    - Beni will do all the detail work (contact speakers for detail, Apero, etc.)
    - Christian will send out e-mails advertisement (T0-2months, T0-2weeks)

# Workshops Status Feb 2014

| Title | Location | Program Chair | Local Chair | General Chair Sponsor | Speakerlist Labtour | Webpage | Workshop | Comment |
|-------|----------|---------------|-------------|----------------------|---------------------|---------|----------|---------|
| Biophotonics | Muttenz | Christian | Christian | Beni | 22. Feb 14 | 22. Feb 14 | 19. Mrz 14 | |
| Photonics21 | | | | Sponsorred | | mid Jan | 26. Mrz 14 | |
| EPMT | Geneve | Beat L | Goy/Salathe | Beni | 18. Feb 14 | Before mid March | 18. Jun 14 | |
| EFTF | Neuchatel | | | Sponsor | | | 23. Jun 14 | |
| Connectors | Locarno | Valerio | ? | Beni | Before mid March | Before mid April | 26. Jun 14 | |
| Solid State Lighting | Muttenz | Rolando F | ? | Beni | Before mid May | Before mid June | Aug 14? | GV? |
| Lasers in medicine | Zürich | Christoph | ? | Beni | Before mid June | Before mid July | Sep 14? | |
| Horizon2020 | Schaffhausen | Christoph | ? | Beni | | | ? | mit Photonics BW |
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