

GROE Meetings in Brighton England
Thistle Brighton Hotel
July 4-5, 2009

Name of meeting: GROE Brighton meeting

Client:

Dr. Beverly Park Woolf, Professor of Computer Science
University of Massachusetts Amherst
5 Maplewood Dr.
Amherst Massachusetts 01002 USA
413-549-6036

Count: The guaranteed count is 15 people. Final count will be provided 48 hours prior to start. Likely count is 20 to 25 people.

Rooms:

Unless otherwise noted in the Schedule (below), all plenary meetings will take place in the Tennyson Room. The Terrace Room will be set with chairs and tables in a U-shaped arrangement, with seating for 25. At least one (ideally two) easel stands with large paper pads shall be provided (we will provide markers and tape). Water, pencils and small writing pads will be provided in the meeting room. AV will be large-screen plasma TV/monitor with computer input (for attaching laptops).

Hotel staff will refresh and re-set rooms each day.

Food and beverage:

Food and beverage set up (buffet meals, snacks, tea/coffee, etc.) shall be set up in the adjacent Library Terrace, where breakout zones will also be arranged for small group sessions. Food will be taken from the Library Terrace and eaten in the Tennyson Room. Exception to be determined: whether to hold a Saturday buffet dinner in one of the hotel restaurants.

Hotel Chef to provide detailed menu offerings (meals and snacks) for client approval prior to the event.

Billing:

A Central Account (called "GROE Brighton Meeting" or similar) will be established at the hotel for this engagement, and arrangements will be made within the hotel receivables system to enable participants in the GROE meeting to pay a deposit directly to the hotel which will be credited to the Central Account. Payments may be made by credit card or check or cash. The balance of the account will be paid by the client contact.

Charge: £109. (or less when finalized) per person (includes tax and gratuity).

Schedule:

Friday, July 4, 2009

- 9:30 AM "basic" snack set up ready (coffee, tea, and fruit/crunchy munchies)
- 10:00 AM Opening plenary session
- 12:30 PM Plenary buffet lunch set up and ready
(sandwich meats, breads and rolls, relishes, salads, fruit, cookies, etc.)
- 1:30 PM Start working group breakout sessions
- 3:00 PM "light" snack set up ready (coffee, tea, and light fruit/cheese snack)
- 6:30 PM Plenary Dinner: Buffet in Library Terrace or hotel restaurant \ (choice of protein entrees, veggies, starch, garden salad, light dessert, beverage, etc.)
- 8:30 PM Working group breakout sessions (ends by 10:30 PM or so)

Sunday, July 5, 2009

- 8:30 AM Begin morning plenary session
- 10:15 AM "basic" snack set up ready (coffee, tea, and fruit/crunchy munchies)
- 10:30AM Working group breakout sessions
- 12:30 PM Plenary buffet lunch set up and ready
(Hot lunch)

- 1:30 PM Working group breakout sessions
- 3:00 PM Plenary concluding session
- 4:30 PM "heavier" snack set up ready (coffee, tea, and fruit/cheese/crackers/tea sandwiches)
- 5:15 PM Adjourn

NOTE: Snacks are described to vary in their substance.
"Basic" = very simple fruit (or fruit salad) and "crunchies" .
"Light" adds cheese/crackers.
"Heavier" adds assortment of tea sandwiches and crackers