




**EMPIR Call 2018 – HLT**  
**AGENDA**  
**DAY 7 - Monday 12th November**



08:00	<b>Registration (Atrium Level 0)</b>			
09:00	<b>WELCOME SESSION: ALL DELEGATES ▲ (ON AIR + BACK STAGE LEVEL 0)</b>			
	<i>Speaker: EMPIR Programme Manager</i>			
09:30	<b>REFEREE SESSIONS▲ (ON AIR + BACK STAGE LEVEL 0)</b>		<b>JRP REPRESENTATIVE SESSIONS ▲ (TALK SHOW LEVEL 0)</b>	
	<b>Referees introduction</b> <i>Chaired by the MSU facilitators</i>		<b>What to expect at the review conference</b> <i>Speaker: EMPIR Programme Manager</i>	
10:00	<b>Evaluation guidance for referees</b> <i>Speaker: EMPIR Programme Manager</i>		<b>What to expect if your proposal is successful</b> <i>Speaker: Deputy Programme Manager</i>	
10:45	<b>Coffee break (Atrium Level 0)</b>			
11:15	<b>POSTER SESSION: ALL DELEGATES ▲ (ON AIR, BACK STAGE, TALK SHOW LEVEL 0)</b>			
	<p>The poster session comprises up to 5 pre-allocated poster presentation sessions; 3 x 25 minutes and 2 x 20 minutes. Please see the poster timetable provided. Each session comprises:</p> <ul style="list-style-type: none"> <li>• A 5 minute presentation from the proposal representative.</li> <li>• 15 or 20 minutes of informal questions from the referees.</li> <li>• A maximum of 3 referees at each poster during a pre-allocated session.</li> <li>• A bell will signal the end of each session. Please end promptly.</li> </ul>			
12:30	<b>Lunch break (Atrium Level 0)</b>			
13:15	<b>POSTER SESSION CONTINUED: ALL DELEGATES ▲ (ON AIR , BACK STAGE, TALK SHOW LEVEL 0)</b>			
	<p>Poster session continued.  JRP representatives will also be required for an open session from 13:55 for any further questions from referees.  Please note that during the open session the number of referees has not been scheduled and so may vary.</p>			
14:15	<b>Coffee break (Atrium Level 0)</b>			
14:30	<b>BREAKOUT SESSION: REFEREES</b>			
	<b>GROUP 1 (L'INTERVIEW LEVEL 3)</b>	<b>GROUP 2 (L'EMISSION LEVEL 3)</b>	<b>GROUP 3 (LE STUDIO LEVEL 3)</b>	<b>GROUP 4 (MIXAGE 2)</b>
	<b>Referees' development of questions</b> The referees will discuss their first impressions of the proposals and develop questions for each proposal. The questions will be asked to the JRP representatives in the formal question and answer session.			
16:45	<b>Coffee break (Levels 2 &amp; 3)</b>			
17:00	<b>BREAKOUT SESSION: REFEREES &amp; JRP REPRESENTATIVES ▲</b>			
	<b>GROUP 1 (L'INTERVIEW LEVEL 3)</b>	<b>GROUP 2 (L'EMISSION LEVEL 3)</b>	<b>GROUP 3 (LE STUDIO LEVEL 3)</b>	<b>GROUP 4 (MIXAGE 2)</b>
	<b>Formal question and answer session</b> The referees ask each JRP representative the questions they have developed in the previous session. JRP representatives will be invited into the session individually and will have a maximum of 15 minutes of questions. JRP representatives will be questioned in ascending proposal number order within their respective groups. After this session JRP representatives may leave.			
18:25	<b>Meeting Ends</b>			
18:45	<b>Conference dinner: referees and EURAMET (Restaurant Level 1)</b>			

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**DAY 8 - Tuesday 13th November**



08:45	<b>REFEREES ▲ (ON AIR + BACK STAGE LEVEL 0)</b>			
	<b>A reminder of the tasks</b> <i>Speaker: EMPIR Programme Manager</i>			
09:00	<b>MARKING SESSION: REFEREES</b>			
	<b>GROUP 1 (L'INTERVIEW LEVEL 3)</b>	<b>GROUP 2 (L'EMISSION LEVEL 3)</b>	<b>GROUP 3 (LE STUDIO LEVEL 3)</b>	<b>GROUP 4 (MIXAGE 2)</b>
<p>Referees agree a consensus mark for each proposal against the evaluation criteria, and complete one marking sheet for each proposal. The referees who concentrated on the proposal under discussion should make the most comments, but all referees may comment on a proposal.</p> <p>Referees should establish a ranked list of all proposals in their group. This list and the marking sheets are then submitted to the MSU.</p>				
11:00	<b>Coffee break (Levels 2 &amp; 3)</b>			
11:30	<b>MARKING SESSION CONTINUED: REFEREES</b>			
	<b>GROUP 1 (L'INTERVIEW LEVEL 3)</b>	<b>GROUP 2 (L'EMISSION LEVEL 3)</b>	<b>GROUP 3 (LE STUDIO LEVEL 3)</b>	<b>GROUP 4 (MIXAGE 2)</b>
Marking session continued.				
13:15	<b>Lunch break (Restaurant Level 1)</b>			
14:15	<b>REFEREE DISCUSSIONS ▲ (ON AIR + BACK STAGE LEVEL 0)</b>			
	<b>Discussion of the single ranked list</b> <i>Chaired by the EMPIR Programme Manager</i> <p>During lunch, the MSU will have established a preliminary single ranked list of proposals. They will identify those that fall near the funding cut-off point and these will be the focus of this session's discussions.</p> <p>The referees will discuss the preliminary single ranked list of proposals in order to establish their final single ranked list of all proposals. The EMPIR Programme Manager will provide procedural advice and capture the results including the preliminary decision for each proposal.</p>			
15:15	<b>CLOSING SESSION ▲ (ON AIR + BACK STAGE LEVEL 0)</b>			
	<b>Any other business and close</b> <p>If the previous session requires more time this session may be delayed. Referees are reminded that they were asked to make travel plans that allowed them to remain until the end of the meeting.</p>			
16:00	<b>Meeting Ends</b>			
<p><b>Contact the MSU</b></p> <ul style="list-style-type: none"> <li>• Mobile: +44 7718 195517</li> <li>• Email: <a href="mailto:msu@npl.co.uk">msu@npl.co.uk</a></li> <li>• Helpline: +44 20 8943 6666</li> </ul> <p><i>The EMPIR Chair and Deputy Chair may observe sessions marked ▲</i></p>				
			   <small>The EMPIR initiative is co-funded by the European Union's Horizon 2020 research and innovation programme and the EMPIR Participating States</small>	