

EMPIR Call 2018 – RPT
AGENDA
DAY 3 - Thursday 8th November



08:00	Registration (Atrium Level 0)	
09:00	WELCOME SESSION: ALL DELEGATES ▲ (ON AIR + BACK STAGE LEVEL 0)	
	<i>Speaker: EMPIR Programme Manager</i>	
09:30	REFEREE SESSIONS▲ (ON AIR + BACK STAGE LEVEL 0)	JRP REPRESENTATIVE SESSIONS ▲ (TALK SHOW LEVEL 0)
	Referees introduction <i>Chaired by the MSU facilitators</i>	What to expect at the review conference <i>Speaker: EMPIR Programme Manager</i>
10:00	Evaluation guidance for referees <i>Speaker: EMPIR Programme Manager</i>	What to expect if your proposal is successful <i>Speaker: Deputy Programme Manager</i>
10:45	Coffee break (Atrium Level 0)	
11:15	POSTER SESSION: ALL DELEGATES ▲ (TALK SHOW LEVEL 0)	
	<p>The poster session comprises 4 pre-allocated poster presentation sessions; 4 x 25 minutes. Please see the poster timetable provided. Each session comprises:</p> <ul style="list-style-type: none"> • A 5 minute presentation from the proposal representative. • 20 minutes of informal questions from the referees. • A maximum of 3 referees at each poster during a pre-allocated session. • A bell will signal the end of each session. Please end promptly. 	
12:30	Lunch break (Atrium Level 0)	
13:15	POSTER SESSION CONTINUED: ALL DELEGATES ▲ (TALK SHOW LEVEL 0)	
	Poster session continued.	
13:40	Coffee break (Atrium Level 0)	
14:15	BREAKOUT SESSION: REFEREES (TALK SHOW LEVEL 0)	
	Referees' development of questions 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.	
16:15	Coffee break (Atrium Level 0)	
16:45	BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲ (TALK SHOW LEVEL 0)	
	Formal question and answer session 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.	
18:00	Meeting Ends	
19:15	Conference dinner: referees and EURAMET (Restaurant Level 1)	

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AGENDA
DAY 4 - Friday 9th November



	REFEREES ▲ (ON AIR + BACK STAGE LEVEL 0)
08:45	A reminder of the tasks <i>Speaker: EMPIR Programme Manager</i>
	MARKING SESSION: REFEREES (TALK SHOW LEVEL 0)
09:00	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. Referees should establish a ranked list of all proposals in their group. This list and the marking sheets are then submitted to the MSU.
10:30	Coffee break (Atrium Level 0)
	MARKING SESSION CONTINUED: REFEREES
11:00	Marking session continued.
13:00	Lunch break (Restaurant Level 1)
	CLOSING SESSION ▲ (TALK SHOW LEVEL 0)
14:00	Any other business and close 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.
15:30	Meeting Ends

Contact the MSU

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The EMPIR Chair and Deputy Chair may observe sessions marked ▲