**The 31st ICFA Advanced Beam Dynamics Workshop on
Electron-Cloud Effects "ECLOUD04"
Napa (California), April 19-23, 2004**
Sponsored by LBNL, CERN, ORNL, SNS and ICFA
Main website: http://www.cern.ch/icfa-ecloud04

Fourth Announcement (March 31, 2004)

(1) <u>Participants, program and schedule</u>. As of March 26, we have 54 registered participants, most of whom will also be speakers. The talks will cover a broad range of subjects; I'm sure the workshop will prove interesting to all of us. An **updated schedule** and agenda, dated March 30, is now or will soon be posted to the ECLOUD04 main website. In consideration of the travel plans of many of you, we will **end the workshop just before lunch on Friday April 23rd**, hence Friday lunch has been eliminated from the program.

(2) <u>Equipment</u>. We will have a **Macintosh laptop**, plus (almost certainly) a **PC laptop**, hooked up to an **LCD projector** for PowerPoint or PDF presentations. We will also have an **overhead viewgraph projector**. The Napa Embassy Suites provides fast, free, **wireless internet** access in the conference room and in the bedrooms. We will have a small **USB inkjet printer** for last-minute minor printing jobs of transparencies or hardcopies. **Photocopying** facilities will be minimal at the hotel, although there is at least one commercial photocopying outfit in town.

(3) <u>Instructions for the presentations</u>. In order to minimize the transition time between speakers, we intend to use, as much as possible, only our own laptop(s) for the presentations. Therefore, please email us your presentations by **Tuesday April 13**. If you use PowerPoint, please send us **both the original PPT plus a PDF** versions of your talk. When preparing the PDF version, **please use "font embedding"**. Kindly email your files directly to our admin assistant Tom Gallant at TGGallant@lbl.gov. If you do not bring your own laptop, we urge you to bring a **backup** of your electronic presentation either on a CD or USB memory stick (use viewgraphs as a last resort). We are aware that some of you will be preparing your presentation(s) up until the last minute and may need to use your own laptop; we encourage you, however, to send us your files in advance.

(4) <u>Paper submission</u>. The deadline will be some time after the end of the workshop. Details will be announced at the workshop and instructions will be emailed to participants.

(5) <u>Logistics</u>. Information on registration, hotel reservations, transportation, maps, etc., please see the 3rd announcement, or go to the main ECLOUD04 main website.

(6) <u>Tour and banquet on March 21</u>. Will consist of a guided tour of two wineries (Niebaum-Coppola and St. Supéry) followed by a banquet at Pinot Blanc Restaurant in St. Helena. The fee of $90/person is all-inclusive (see 3rd announcement for registration details). Keep your fingers crossed for good weather -- right now it's perfect.

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