

## WORKSHOP INFORMATION SHEET

### 8<sup>th</sup> ICFA Beam Dynamics Mini-Workshop on Two-Stream Instabilities in Particle Accelerators and Storage Rings Santa Fe, New Mexico

Los Alamos National Laboratory (LANL) is pleased to host the 8<sup>th</sup> ICFA Beam Dynamics Mini-Workshop, February 16-18, 2000, which is organized jointly with Argonne National Laboratory (ANL). Co-chairs for the Workshop are Katherine Harkay, ANL and Robert Macek, LANL. Robert Macek of Los Alamos Neutron Science Center (LANSCE) is the Technical Host.

#### **Technical Workshop Host:**

Robert Macek  
Phone: (505) 667-8877  
FAX: (505) 665-1302  
E-mail: [macek@lanl.gov](mailto:macek@lanl.gov)

#### **Workshop Co-Chair from ANL**

Katherine Harkay  
Phone: (630) 252-9758  
FAX (630) 252-4732  
E-mail: [harkay@aps.anl.gov](mailto:harkay@aps.anl.gov)

#### **Workshop Coordinator:**

LeeRoy Herrera  
Phone: (505) 665-5593  
FAX: (505) 667-7530  
E-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)

#### **Workshop Liaison:**

Marion Hutton  
Phone: (505) 667-8451  
FAX: (505) 667-7530  
E-mail: [hutton@lanl.gov](mailto:hutton@lanl.gov)

#### **LOCATION**

The workshop will be held at the Hotel Loretto in Santa Fe, NM.

#### **ACCOMMODATIONS**

A block of rooms have been reserved for workshop participants at the Hotel Loretto. To secure hotel accommodations at the workshop rate of \$87.00 + tax - single/double, please contact the hotel directly on or before January 14, 2000 and refer to the block of rooms reserved under the 8<sup>th</sup> ICFA Mini-Workshop.

Hotel Loretto  
211 Old Santa Fe Trail  
Santa Fe, NM 87501  
(505) 988-5531  
FAX: (505) 984-7988

#### **HOSPITALITY**

Registration and a hosted reception with cash bar will take place on Tuesday, February 15, 2000 from 6:00–8:00 pm. A continental breakfast will be provided each morning. Refreshments will be provided during mid-morning and mid-afternoon breaks. Lunches will be provided at the hotel each day. A banquet will be held at the hotel on Thursday, February 17, 2000. Guest banquet tickets will be available for \$40.00 at the registration desk.

#### **TRANSPORTATION**

Albuquerque International Sunport is the major air terminal nearest to Santa Fe. Santa Fe is approximately a 1-hour drive from Albuquerque. Major rental car agencies are represented at the Albuquerque Sunport.

Avis:	(505) 982-4361
Budget:	(505) 984-8028
Enterprise:	(505) 474-3234
Hertz:	(505) 471-7189
Express Shuttle:	1-800-256-8991
Limotion Limousine:	(505) 471-1265
Taxi:	(505) 438-0000

**REGISTRATION**

In order to establish your participation at the workshop, the enclosed registration form and fee of \$250.00 must be received in the Protocol Office by January 14, 2000. **Please complete and fax registration form to Marion Hutton at (505) 667-7530.** We can accommodate credit cards (**Visa and Mastercard only**).

<i>Registration fee received by January 14, 2000</i>	<i>\$250.00</i>
<i>Registration fee received after January 14, 2000:</i>	<i>\$300.00</i>
<i>On-site registration fee:</i>	<i>\$350.00</i>

**CREDIT CARD PROCESSING**

Your credit card will be processed one-two weeks prior to the meeting. You will receive a receipt at the workshop registration desk.

**REFUND POLICY**

Prepaid registration fees will be refunded, less a \$50.00 processing fee, if notification is received by January 14, 2000. Cancellations received after January 14, 2000 will not be refunded; however, a substitute registrant will be accepted.

**REGISTRATION DESK**

The registration desk will be staffed throughout the meeting to assist you with general information, travel changes, or other special requirements.

**MESSAGES**

Incoming messages can be received at (505) 988-5531 during normal business hours. FAX messages can be received at (505) 984-7988. All incoming communications will be posted on the message board at the registration desk.

**AUDIO VISUAL EQUIPMENT**

An overhead viewgraph projector, 8 x 8 screen and 35 mm slide projector will be available for presentations. If other equipment is required, please contact LeeRoy Herrera at (505) 665-5593/e-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)

**SPECIAL NEEDS**

Every effort will be made to accommodate dietary requirements and special needs of disabled participants. If assistance is required, please contact LeeRoy Herrera at (505) 665-5593/e-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)

**Workshop Website**

The Registration form, program and other information can be found at <http://www.aps.anl.gov/conferences/icfa/two-stream.html>