

Dear EuCARD Work Package DCO Contact,

Thank you for confirming your role as our dissemination, communication and outreach contact for your work package. This role means you are responsible for updating us with news and information from your work package (much of the information you provide can be reused in your 6-month progress reports). You can choose to update us via email, phoning Kate Kahle on 0041 22 767 34 08, WP2 Intranet, or by joining one of our WP2 weekly video conference meetings on Tuesdays at 14h30 (contact us for details of how to join). This first email to you outlines our current requests. Some of these requests to you, however, will be valid throughout the whole duration of the EuCARD project. If you think it may be useful, please distribute this information to Task Leaders in your WP.

Calendar of events

The EuCARD Calendar of Events <http://cern.ch/EuCARD/news/events/> lists workshops, conferences, bigger local meetings, special experiments, etc of interest to the Accelerator Science community. These can be events organized by EuCARD or events at which EuCARD work is presented. Please send us details of any upcoming events associated with your work package.

Work Package “teasers” on EuCARD main website

We need your help to liven up the work package summaries on the main website (see links from <http://cern.ch/EuCARD/about/content/>). These summaries or “teasers” should encourage readers to click through to the work package web site itself. Please suggest how to amend the current text with images and information.

Work Package web sites

Each WP should have its own public web site linked to the EuCARD main website. This WP web site should contain WP content, results, news, etc. CERN may be able to host these web sites and provide guidance on layout should this be needed, if so, please contact kate.kahle@cern.ch

Centralized information

We would need centralized:

- The most interesting facts from WPs suitable for general public
- Related WPs in other projects,
- Industrial partners
- Technical challenges that Industry could help with
- The most important educational undertakings
- Key publications

Newsletter material

Please send us the following for inclusion in the quarterly newsletters:

- Big achievements i.e. a successful milestone, key publication, research breakthrough, award
- Events organized or attended, educational actions, outreach events,
- Interesting WP portraits, such as research and technical group portraits, leading researchers portraits,
- New cooperation links, cooperation with other related communities, cooperating students events

To talk through ideas, feel free to call Kate Kahle on 0041 22 767 34 08.

EuCARD booklets

Is there a deliverable, milestone or report in your work package that, with a bit of reworking, could be turned into an EuCARD booklet/monograph? If so, please let us know.

EuCARD Intranet

Each WP has a page in the Collaboration Workspace <https://espace.cern.ch/EuCARD/>. You are encouraged to use this for announcements, calendar, action lists, team discussions, links etc.

Ryszard Romaniuk, Kate Kahle, EuCARD WP2-DCO