

## First Announcement

The 26<sup>th</sup> International Free-Electron Laser Conference and the 11<sup>th</sup> FEL User-Workshop will take place from Sunday August 29 to Friday September 3, 2004 in Trieste, Italy. The organizer of the conference, the "Sincrotrone Trieste S.C.p.A." (ELETTRA), invites you to participate in this conference.

FEL2004 will focus on the scientific, technological, and user aspects of free-electron lasers. In addition, there will be joint sessions of the FEL Conference and the FEL Users Workshop. The Scientific Program of both the conference and workshop will consist of invited talks and contributed presentations, either in the form of oral presentations or as a poster.

### FEL Conference

The scientific part of the 26<sup>th</sup> International Free-Electron Laser Conference will take place from Monday August 30 to Friday September 3, 2004 and covers the following topics:

- ◇ Single-Pass FELs  
developments, important for single-pass (SASE and seeded) FELs.
- ◇ FEL Theory  
new developments in the theoretical understanding of FELs.
- ◇ FEL Experimental Results  
highlights of new experimental results.
- ◇ FEL Oscillators  
developments related to high average power FELs, IR FELs, and Storage-Ring FELs.
- ◇ FEL Technology  
electron and photon beam technology, undulators etc.
- ◇ New Concepts  
new and challenging concepts for future FELs, both theoretical and experimental.

### FEL Users-Workshop

The 11<sup>th</sup> FEL Users-Workshop will be held on September 2 and 3, 2004 in conjunction with the FEL 2004 conference. The overlap between the workshop and the conference will allow FEL-users and FEL-developers to interact, to define trends and up-coming development of FEL facilities. Presentations should focus on application research and experimental techniques relevant to the utilization of FELs. Issues common to the user and FEL communities will be the subjects of joint sessions with the conference.

The Users Workshop will provide forums for:

- ◇ Biological and medical sciences
- ◇ Chemistry
- ◇ Physics
- ◇ Materials science

## Information, Questions and Requests

The FEL2004 web site <http://www.elettra.trieste.it/fel2004> has been set-up with information about the conference. The web pages will be expanded regularly as the conference approaches. Questions regarding the scientific program and paper submissions can be addressed to [fel2004@elettra.trieste.it](mailto:fel2004@elettra.trieste.it). Questions related to the registration and hotel accommodation can be addressed to [fel2004@theoffice.it](mailto:fel2004@theoffice.it).

### Conference Organizer

#### **Sincrotrone Trieste S.C.p.A.**

Strada Statale 14 - km 163,5  
34012 Basovizza. Trieste, Italy  
Fax: +39 040 9380902  
URL: <http://www.elettra.trieste.it/fel2004>  
Email: [fel2004@elettra.trieste.it](mailto:fel2004@elettra.trieste.it)

### Local Organizing Secretariat

#### **The Office Srl**

via S. Nicolò 14  
34121 Trieste. Italy  
Fax: +39 040 368808  
URL: <http://www.theoffice.it/fel2004>  
Email: [fel2004@theoffice.it](mailto:fel2004@theoffice.it)

## Conference Location and Site

Trieste is located in the Northeast of Italy. 120 km (75 mi) East of Venice. The conference will be held at the Congress Center Stazione Marittima, directly on the sea front of the Adriatic and within five minutes walking distance from the historic city center.

### Stazione Marittima

Molo Bersaglieri, 3  
34124 Trieste (TS), Italy  
URL: <http://www.promotrieste.it/>



## Call for Papers for the Conference and Workshop

An online abstract submission-form for the FEL2004 Conference and Users Workshop will be available on the conference web site from February 16, 2004. Authors may specify their preferred type of presentation: "oral or poster", or "poster only". An International Program Committee (IPC) will review all submitted abstracts. Authors will receive an e-mail confirmation for each abstract submitted as well as a confirmation of the form of presentation after the IPC has concluded the reviewing process. The **deadline** for submitting abstracts is **Friday April 30, 2004**.

The conference web site provides detailed information on the abstract and paper submission procedures.

## FEL Prize

The members of the FEL-Prize Committee invite you to make a nomination for the 2004 FEL prize, which will be awarded at the 26<sup>th</sup> International FEL Conference this September. The FEL prize is given each year to a person who has contributed significantly to the advancement of the field. In addition it provides an opportunity for the international FEL community to recognize one of its members for her or his outstanding achievements. The FEL Prize Committee will choose the prizewinner from nominees. Please send or e-mail your nominations to the Chair of the FEL Prize Committee:

Dr. Stephen Benson  
Jefferson Lab, MS 6A, 12000 Jefferson Avenue  
Newport News, VA 23606, U.S.A.  
Fax: +1 757 269 5519, E-mail: [felman@jlab.org](mailto:felman@jlab.org)

The [deadline](#) for nominations is [Friday May 28](#), 2004. References to previous FEL prizewinners can be found on the conference website under <http://www.elettra.trieste.it/fel2004/felprize>.

## Registration

An online registration form will be made available on the conference web site from February 16, 2004. The following table lists the registration fees. Registration includes: attendance at all conference and/or workshop sessions, the welcome reception, book of abstracts, coffee breaks, social tour and tour of the Sincrotrone Trieste FEL and synchrotron facilities, conference banquet, and a copy of the conference proceedings. Lunches are not included. All prices are in Euro (€):

Registration Category	Early Registration	Late Registration
Conference and Workshop *	€ 400.00	€ 480,00
Workshop Only *,#	€ 160.00	€ 200.00

\* There is limited financial support available for students. See the Student Support section below for more information.

# Workshop only registration includes the conference tour and banquet on Wednesday September 1, 2004.

The cost for the social tour and the banquet is included in the registration fee. For accompanying persons, a fee of respectively € 25.00 and € 50.00 apply.

The [deadline](#) for early registration is [Friday July 2<sup>nd</sup>](#), 2004.

## Method of Payment

We will accept payments by credit card (VISA or MasterCard only) or bank transfer (Euro). Cash payments at the conference must be in Euro. More information will be available on the online registration form.

## Cancellation Policy

For cancellation, notified before [Friday August 16, 2004](#), a € 40.00 cancellation fee will apply. No refunds will be made for notifications after this date. All refunds will be made after the end of the conference.

## Invitation Letters

If you need an invitation letter in order to get a visa to attend the conference, please mail, e-mail or fax your request to the local organizing secretariat (see page 2) with the reference "FEL2004 Local Organizer Secretariat". Be sure to include your full name, complete mailing address, telephone number, fax number, and e-mail address.

## Accommodation

The conference organization has reserved a number of hotel rooms in various hotels in Trieste at discount rates. The prices range from € 120.00, € 100.00 to € 80.00 per room per night for four-star, three-star and two-star accommodation, respectively. A preference on the type of accommodation can be made on the registration web page where detailed information is available. [Discount rates](#) for hotels are available for participants who register [before Friday July 2](#).

## Travel Information

Trieste's international airport "Ronchi dei Legionari" (TRS) is located 30 km Northwest of the town. There are frequent flights to Munich, Milan (Malpensa) and Rome. Other destinations include London and Belgrado. The larger airport of Venice "Marco Polo" (VCE) offers more international flights and is located only 100 km further to the West. There are train connections from the train-station of "Venezia Mestre" (15 min by bus from Venice airport) to the center of Trieste. Detailed information is available on the conference web site.

## Events

- ◇ August 29 (Sunday) Welcome Reception.
- ◇ September 1 (Wednesday) Tour to Grado and Aquileia.  
Conference/Workshop Banquet.
- ◇ September 3 (Friday) Tour of the Sincrotrone Trieste FEL and  
synchrotron facilities.

## Companion Program, Sightseeing

There will be no formal companion program. However, Trieste and its surroundings provide excellent opportunities for sightseeing, tours, excursions, etc. For further information on possibilities, see the conference web site.

## Student Support

A limited amount of money is available to support student participation at FEL2004. To be considered for financial support, a letter of recommendation from the student's advisor must be received **no later than Friday April 2<sup>nd</sup>, 2004**. Letters should be mailed or faxed to the local organizing secretariat (see page 2) with the reference "FEL2004 Local Organizer Secretariat". On request, the local organizer can also provide information on possible low-budget accommodation.

## Important Dates

- ◇ February 16 (Monday) Start abstract submission and registration.
- ◇ April 30 (Friday) Abstract submission deadline.
- ◇ April 2 (Friday) Deadline request for student support.
- ◇ May 28 (Friday) Deadline nominations FEL prize.
- ◇ July 2 (Friday) End of early registration.  
Deadline discount rates hotels.
- ◇ August 16 (Friday) Deadline refund cancellation registration.
- ◇ August 29 (Sunday) Conference start.
- ◇ September 1 (Wednesday) Conference tour and banquet.
- ◇ September 2 (Thursday) User workshop start.
- ◇ September 3 (Friday) End of the conference and users workshop.  
Deadline for paper submission.