

## Meeting report

**Participants:** Dilek Basgurboga (Proje 4L)  
Yaman Erturan (Mozaik)  
Susan Erturan (Mozaik)  
Nil Öztuzcu (Dtc)  
Merve Kitapci (Bishop)

**Date:** May 30, 2002

**Place:** Proje 4L, Levent

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### ✓ **Plan of Exhibition**

The AJ group members agreed not to expect an exhibition layout yet. Although Proje 4L has a general idea about the plan of the exhibition area, Vasif stated that it's not possible to give out any exact plans before having all the objects and actually starting to work within the exhibition area. Dilek is going to distribute the AJ Group the list of products to be displayed 31, May or 3, June 2002 (DTC will learn when and in what kind of display Karl F products will be sent).

### ✓ **Book**

The AJ Group agreed that Boyut should publish the book. The amount is 6.5 billion TL (approx. 4600\$). The agreement consists of translation of material, texts, design, and anything else in order to finish up with a full version of the book (Proje4L demanded for a possible reduction from the printing company, however the result was negative).

The technical details will be as follows:

Dimensions: 15\*20 cm

No. of Pages: 48

Paper: 115 gr. matte coated paper (inside), 200 gr. matte coated paper (cover)

However, DTC will be approving the amount to be sponsored by how many companies to give the final approval for the printing of the book. Proje4L then will be responsible for the rest of the procedure, where necessary with the consent of the other group members. Vasif stated that it would possibly take around 2 weeks to finish up the books. The books might/might not be ready for the opening reception.

## ✓ the Reception

This is **additional cost** to the budget. The catering company proposed the following for 400 people:

Date: 19 June, 2002  
Time: 19:00 – 21:30  
Venue: Proje4L  
Per Person: 6\$  
Total: 2400\$

It includes free white & red wine, and soft drinks. Other beverages will be available but not free.

The menu includes:

Finger Food

Cold: Tomato bruschetta with smoked white cheese, eggplant rolls with rocket and cream cheese

Hot: Hellum cheese on new potatoes, dimsan

Desert: Banana dip in chocolate

According to how many Carlsberg will be given out to the catering company, there can be reduction in the price. DTC should either approve the amount or talk to Carlsberg for beers in order for the catering company to make profit on drinks that could reduce the cost on the food. Merve will be responsible for the rest of the procedure after approval.

## ✓ Invitations

The design of invitations is approved. As Proje4L confirmed, the invitations will be printed on 31, May Friday, sent out on 4 May, Tuesday, and people should receive them by 7, May Friday.

**Proje4L will distribute proof of invitation electronically to the group prior to printing, i.e. around May 31, 2002.**

Invitation lists exceeded 2200 people, which was originally agreed as 1000. Proje4L will distribute the complete list to AJ group who will reevaluate to lower the overall number.

## ✓ Posters

This is **additional cost** to the budget (Posters to be displayed in cafes, schools, shops, etc.).

The layout of the posters is still not very clear. But, it was agreed that it should be the same design as the invitations. The original proposal in the meeting on 4 April,

Vasif had declared that it will cost approximately 400\$ for 400 posters. Vasif will learn about the exact amount for the posters and inform the group on 31 May, Friday. Vasif also presumed that they should be ready 3-4 days before the exhibition. All of the group members will be share the posters to be displayed where seen necessary.

### ✓ **Press Coverage**

Press release and CD's (□ maj) have been distributed to monthly magazines. The list of magazines has been shown during the meeting. Proje4L will be distributing the list electronically to the group.

### ✓ **Next Meeting**

It was not agreed when the next meeting is going to take place.