

LHC JMEv Spring '24 [[Indico](#)]: Missing action items

By tomorrow

- **Send messages to recruiters with time slot proposals**
 - remind them to submit the slides concerning their position
 - point them to the zoom rooms, which are already available
 - timeslot proposals [here](#) (big thanks to Maximilian!)
 - fill in the timetable on Indico already
- **Define moderators**
 - schedule might change depending on recruiter's acceptance
 - but good idea to have everything already settled
 - let's try to have a main moderator and a shadow in every session
 - please fill [this poll](#) with your availability (I will use it to reassign people to other slots if needed)
 - moderation guidelines [here](#) (let me know if you have any question!)
- **To everybody: Please advertise the event on your local institute's channels**
 - a quick message with a link to the registrations is enough!

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By next week (until April 10th, Friday)

- **Update Indico's timetable if recruiters refuse our proposals**
 - please keep an eye on it and let me know if I miss some email
 - feel free to ping us on MM
 - Luca and Patin, please update the script accordingly as answers appear
- **Send again event reminders early next week, stating how close the event date is**

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On Monday 13th, the day before the event

- Send final reminder to job seekers only

On the day of the event

- Please pay attention to MM at all times
 - emergencies happen, sometimes last minute moderator changes are required
 - when moderating in pairs, get in touch with the other moderator beforehand
- Please attend the motivational talks session

At all times

- Keep an eye to the email and feel free to reply to people's queries!
 - often job seekers register at the last minute