

# JMEv Autumn 2024: kick-off



Lorenzo Paolucci - 11/10/2024



# Format

- Indico has been created, date proposed: **Wednesday, 27th November.**
  - Open registration now, suggest to close:
    - Friday, 22nd for recruiters.
    - Tuesday, 26th for seekers.
- Suggest to keep to 6 seekers per recruiter slot.
- Motivational talks: 1 academic and 1 industry.
- Any suggestions for changes, gathering from the experience as moderators?

# Task list (1)

- Motivational talks (contact, bios and photos on indico, etc). - **Trisha**
- Running the Participant View script from Luca (see last edition).
  - Can test on last edition's indico.
- Scan Inspire and contact potential recruiters (with follow ups).
- Update indico as people register with offer information - **Lorenzo**
- Reply to emails from either seekers or recruiters on information, help with registration, etc.

# Task list (2)

- Send reminders to registrants (missing slides, confirming slots, advertising new slots)
- Create and manage zoom rooms.
- Schedule organisation - **Maximilian, Lorenzo**
  - Will update Indico so now recruiters can tick boxes with times of the day.
- Moderation - **I assume everyone, but let me know your availability on the day.**
- **General advertising - to be sent to each experiment by a corresponding EC Representative.**

# Other important things

- Please don't forget to always cc our e-group so we can follow the various emails being sent out!
- Also note that the email templates (which I tried to clean up) still have the old dates and links, so make sure it is updated before you send the email off.
- If you are unsure about something, don't hesitate to ask on the mattermost chat, or message me privately. Let's try to keep up the communication!
- Finally, this is my first time taking the lead (though this is the fourth edition I participate in), so please do tell asap if I am forgetting anything in the organisation!