

Teacher Programme Checklist for National Contacts

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At least 9 months in advance

Announce preferred week(s)

- Number of participants
- Funding
- Number of hotel rooms
- Number of external lecturers

Provided the preferred week is available we will reserve rooms at the CERN hotel. Once the reservation is confirmed we will set up the indico website, update the information on the TP website, and enter the preliminary programme into CERN's visit agenda. We will also book lecture rooms.

Please wait for confirmation before publicising the programme!

At least 3 months in advance

Send programme proposal

- Lectures
- Visits
- Social events

We will update the indico agenda accordingly and arrange the visits itinerary with the visits service. Furthermore, we will take care of booking the welcome reception and the official dinner.

Please inform us about any special requests (e.g. visa requirements) as soon as possible!

At least 2 months in advance

Inform external lecturers to contact Maureen for their travel arrangements

We will take care of all travel arrangements and reservations at the CERN hotel for external lecturers. We will also provide them with meal vouchers to be used at CERN's restaurants.

All travel arrangements and hotel reservations have to be made by Maureen!

At least 1 month in advance

Provide final list of participants

- TP spreadsheet
- ### Fine-tune programme
- Lecturers
 - Guides

We will update our reservation at the CERN hotel in accordance with the final list of participants. **Please note: this list needs to be final.** Furthermore, we will prepare the welcome envelopes for the teachers and send the list to the guards to ensure that all teachers can enter the CERN site when they arrive.

Please use the excel template for the list of participants!

During the programme

- Accompany the group
- Facilitate the programme
- Send translations if needed
- Communicate with lecturers & guides

We will prepare the welcome reception, provide the treasure hunt documents (+ treasures), and try to partake in the official dinner. Based on the participants list we will also prepare the official certificates and provide CERN goodie bags for all teachers.

Please let us know if we can help in any way to ensure a smooth running of the programme!