

HiT LOC Meeting #1

Agenda

Date: 19 August 2026

Time: 20:00

Duration: 75 minutes

1. General information:

- Duration: ~15 - 20 minutes
- Presentation of the NOC & NB
- Event information
- Calendar
- Structure of the calls:
 - A call every 2 weeks until October, then a call every week until the event. The calls will always be on Wednesday, 20:00

2. Presentation of the SS & LOC members

Duration: ~15 - 20 minutes

3. Task Tracker

3.1. Complete and verify the LOC information sheet

Duration: 5 minutes

Explication: Each LOC verifies their first name, last name, phone number & photo (from the folder)

DDL: 02.09.2026

3.2. Head of LOC

Duration: 5 minutes

Explication: Each section chooses one person to be the main responsible and completes the sheet with their Name and Phone Number

DDL: 02.09.2026

3.3. Accommodation

3.3.1. Taken under the NOC umbrella

Duration: 5 minutes

Explication: Each interested section informs any NOC member of the approximate number of spots they want to reserve based on previous numbers

DDL: 02.09.2026

3.3.2. Taken separately

Duration: 5 minutes

Explication: Each section updates the task tracker with the accommodation information

DDL: 02.09.2026

3.4. Transportation

3.4.1. Taken under the NOC umbrella

Duration: 5 minutes

Explication: Each interested section informs any NOC member with the approximate number of spots they want to reserve based on previous numbers for transportation during the event (Friday)

DDL: 02.09.2026

3.4.2. Taken separately

Duration: 5 minutes

Explication: Each section updates the task tracker with the transportation information

DDL: 02.09.2026

3.5. Estimated number of participants (LOC + Volunteers + Participants)

Duration: 5 minutes

Explication: Each section updates the task tracker with the estimated number of participants' information

DDL: 02.09.2026