

Dear all,

Thanks for having accepted to give a talk at XXXXXX

Please register to the Conference if you have not done yet and check the time allocated for your talk.

To prepare your talk:

- please read the LHCb "rules and guidelines":
https://lhcb.web.cern.ch/lhcb/speakersbureau/html/Rules_for_Presentations.html
- if your talk covers also other LHC experiments, it should be added to the CINCO system, to let other experiments to comment the slides
- please read carefully the full program of the conference and avoid overlap with other colleagues.
- In case of doubts, please contact the Physics Coordinator, the relevant WG conveners and the conference organizers.

To organise the rehearsals, please fill the following doodle:

- <http://www.doodle.com/XXXXXX>
- Please also indicate if you will be at CERN in person or use Vidyo for your rehearsal (write "(CERN)" or "(Vidyo)" next to your name)

After your talk at the conference, in case you received questions, please fill the FAQ page with questions and replies:

- <https://twiki.cern.ch/twiki/bin/view/LHCbPhysics/PapersFAQ>
- In case you were asked tricky questions you should send those to the relevant paper list and proponents will be asked to provide an answer.

Let me know if you have any additional question.

Best regards,

XXXX, for the Speakers Bureau

This topic: LHCb > TemplateDoodle

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