

CEED Seminar 2017

Team Duties

Introduction

1. At the CEED Seminar we have an opportunity to present and market the CEED program (and ourselves!) to staff from a variety of enterprises, including senior technical and HR staff, and senior staff from throughout the university. Our competence, standards of professionalism and attitude will be observed and noted.
2. To present the best possible impression, we need everyone to do their part, look out for anything needing attention, and go the extra mile wherever necessary. Interestingly, our guests often notice who is or is not pulling their weight.

The full CEED Seminar & Dinner Team

1. The full team comprises; all CEED students, CEED Office staff, and venue staff (usually the University Club). All other people should be treated as important guests.
2. For the event, teams of students will be set up to handle the following portfolios:
 - i. Editorial
 - ii. Registration
 - iii. Venue
 - iv. Audiovisual

All CEED students are required to join one of these teams.

Editorial Committee duties (5 students + Director)

1. Three Session Chairs will direct events during each seminar session (one at each session). A Master of Ceremonies will be responsible for directing events during the networking session. One student will give a speech of thanks at the dinner. The session chairs, thank-you speaker and MC will be drawn from the editorial committee. Before the seminar the editorial committee will review all seminar papers and provide feedback to authors.
2. Preparation by the session chairs and MC on the day of the seminar includes:
 - a. meeting with all speakers beforehand to discuss the signals to be used for timing control.
 - b. checking with audiovisual and venue preparation teams to ensure all is ready.
3. Each session chair is responsible for the smooth running of the session, and keeping it on schedule. Duties include:
 - a. introducing each speaker, giving:
speaker name & school;
CEED Partner;
title of talk.
 - b. strictly controlling times of talks to ensure delegates can move from one session to the other between talks without disturbance.

- c. directing question time after each talk, adjusting the time allowed to ensure the session remains on schedule.
 - d. If the schedule requires, announcing the end of the first session, announcing the tea break *and* the re-start time, giving directions as to where tea is served.
 - f. At the end of the session, announcing the completion of the session, giving directions to the networking session.
4. After seminar, the MC will:
- a. Welcome delegates.
 - b. Announce each speaker during the networking session:
 - Representative of Vice Chancellery or Invited Guest;
 - Speech of thanks (student);
 - CEED Director.
 - c. At the end of speeches and presentations:
 - Thank delegates for attending;
 - Declare the formal proceedings for the event end.

Registration Team duties (8 students – Coordinate with CEED Admin)

1. The Registration Team is responsible for all aspects of setting up, operating, and clearing-up the registration desk at the University Club.
2. Preparation includes:
 - a. Assist in invitation mail out.
 - b. Preparing name badges in the CEED office the day before the Seminar.
 - c. Prepare Seminar guest handouts (CEED proceedings, program, CEED pen etc) the day before the Seminar.
3. On the day:
 - a. Collect printed sheets and holders for name badges from the CEED Office, including some without names for extra visitors.
 - b. Collecting boxes of Proceedings, pens, and programs from the CEED Office and deliver them to the Registration desk.
 - c. Setting up the Registration desk at the venue, liaising with venue staff if necessary. Staffing the Registration desk from at least 30 minutes before the nominated registration time until seminar talks commence.

All delegates should receive:

 - Name-badge;
 - Proceedings;
 - CEED pen;
 - Program.

Typically, at least four people should attend to the desk at all times; possibly more at peak times. A CEED staff member will attend the desk once the seminar talks commence.
 - d. Keeping a record of guests registering, noting the organisation and department of any unlisted visitors.
 - f. Assisting in the transfer of the registration materials from the seminar to the networking session area.

3. Clearing up includes:
 - a. Packing up the registration desk.
 - b. Return the visitor record and unused registration materials back to the CEED Office immediately after the seminar (i.e. after the networking session).

Venue Team duties (8 students – Coordinate with CEED Admin)

1. The Venue Team is responsible for all aspects of setting up, operating, and clearing-up the venues used for the seminar talks and poster session. The venue team is also responsible for:
 - All aspects of setting up and clearing-up signposting around the venues;
 - Arranging for team members to patrol the venue area to assist any visitors having difficulty locating sessions and/or registration.
2. Preparation includes:
 - a. Collect CEED banner, session timetable posters, seating plan from CEED office
 - b. Set up CEED Banner near registration table at UniClub;
 - c. Place session timetables in holders on each session door;
 - d. Collecting signs and other materials from the CEED Office;
 - e. Determining appropriate areas for guides to patrol;
 - f. Allocating areas and duties to individual guides;
 - h. Assisting other teams with extra manpower as needed.
3. Period immediately before seminar:
 - a. Patrolling areas around the venue from at least 20 minutes before the nominated registration time until the welcome speech (i.e. 10 minutes before seminar talks commence).
4. At the completion of the seminar sessions:
 - a. Guiding delegates from the seminar venue to the location for the networking session.
 - b. Assisting other teams with clearing up as necessary to minimise the delay in students arriving at the Banquet hall for the networking session.
5. Clearing up, including:
 - a. Delivering reusable materials back to the CEED Office immediately after the seminar (i.e. after the networking session).
 - b. Remove session timetables in holders on each session door;
 - c. Return CEED banner to the CEED office.

Audiovisual Team duties (8 students – Coordinate with Director)

1. The Audiovisual Team is responsible for all aspects of setting up, operating, and clearing-up audiovisual equipment used for the seminar talks.
2. Preparation includes:
 - a. Collecting laptop computers and any other audiovisual equipment from the CEED Office or other sources.
 - b. Receiving presentation files from speakers, and loading them and any other necessary software onto the relevant laptop computers.
 - c. Setting up and testing audiovisual equipment and all PowerPoint presentations in each seminar venue.

- d. Assisting any speakers who wish to check their presentations function properly at the venue.
 - e. Supporting the operation of all audiovisual equipment during the seminars. This includes intervening if any problems arise at any time during presentations.
3. Clearing up includes:
- a. Packing up all audiovisual equipment from each venue.
 - b. Delivering laptop computers and other relevant equipment back to the CEED Office or other source immediately after the seminar (i.e. after the networking session).

Seminar Preparation Timeline

Opening Meeting	Thursday 3 rd August 2017 - 5:00 pm
Paper First Draft Submission	Monday, 21 st August 2017 – 12pm <i>* Note – Approval procedures may require submitting your draft and presentation to your client before this date – check your project brief and work back from the date we require the permission to publish form.</i>
First Draft Review Distribution	Tuesday, 29 th August 2017
Final Paper Submission	Monday, 11 th September 2017 - 5:00 pm
Submission of Permission to Publish Form	Monday, 11 th September 2017 - 5:00 pm
Seminar Rehearsal	Monday, 11 th September 2017 - 6:00 pm
Proceedings to Printer	Tuesday, 12 th September 2017
CEED Seminar	Tuesday, 19th September 2017 - 1:00 pm

Editorial Committee Meeting Schedule

Session Planning and Allocation of Papers for Review	Monday, 21 st August 2017 – 5:00 pm
Discussion of Reviews, Final Session Planning	Monday, 28 th August 2017 – 12:00 noon
Seminar Rehearsal	Monday 11 th September 2017 - 6:00 pm
Transport Material to Venue and Set up	Tuesday 19 th September 2017 - 1:00 pm

Registration Committee Meeting Schedule

Initial Meeting – Task Identification, Allocation of Responsibilities	Thursday, 17 th August 2017 – 10:00 am
Seminar Rehearsal	Monday 11 th September 2017 - 6:00 pm
Registration Material Preparation	Monday, 18 th September 2017 – 10:00 am
Transport Material to Venue and Set up	Tuesday 19 th September 2017 - 1:00 pm

Venue Committee Meeting Schedule

Initial Meeting – Task Identification, Allocation of Responsibilities	Thursday, 17 th August 2017 – 11:00 am
Seminar Rehearsal	Monday 11 th September 2017 - 6:00 pm
Registration Material Preparation	Monday, 18 th September 2017 – 11:00 am
Transport Material to Venue and Set up	Tuesday 19 th September 2017 - 1:00 pm

Audio-visual Committee Meeting Schedule

Initial Meeting – Task Identification, Allocation of Responsibilities	Tuesday, 8 th August 2017 – 5:00 pm
Status update meeting	Monday, 21 st August 2017 – 4:30 pm
Equipment Assembly and Testing	Monday 11 th September 2017 - 5:45 pm
Seminar Rehearsal	Monday 11 th September 2017 - 6:00 pm
Transport Material to Venue and Set up	Tuesday 19 th September 2017 - 1:00 pm