**CEED Seminar & Dinner 2016**

**Team Duties**

**Introduction**

1. At the CEED Seminar Dinner 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 dinner. 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 pre-dinner networking session and dinner.

4. At dinner, the MC will:

a. Welcome delegates at the commencement of the meal and announce procedures for accessing the buffet or selecting courses (depending on the catering arrangements)

c. Announce each speaker during speeches before dessert:

* Representative of Vice Chancellery or Invited Guest
* Speech of thanks (student)
* CEED Director

d. At the end of speeches and presentations:

* Outline procedures for accessing dessert,
* Thank delegates for attending,
* Declare the formal proceedings for the event ended
* Invite delegates to feel free to leave after dessert and coffee.

**Registration Team duties (5 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. Collecting printed sheets and holders for name badges from the CEED Office, including some without names for extra visitors.

b. Preparing name badges (usually in the CEED Office).

c, Collecting boxes of Proceedings, pads, pens, and programs from the CEED Office and delivering them to the Registration desk.

d. Setting up the Registration desk at the venue, liaising with venue staff if necessary.

e. Staffing the Registration desk from at least 15 minutes before the nominated registration time until seminar talks commence.

All delegates should receive:

• Name-badge,

• Proceedings,

• CEED pen,

• CEED pad,

• Program.

Confirm with delegates whether or not they are attending the dinner. Typically, at least two 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.

f. Keeping a record of guests registering, noting the organisation and department of any unlisted visitors.

g. Assisting in the transfer of the registration materials from the seminar to the pre-dinner drinks area.

3. Clearing up includes:

a. Packing up the registration desk.

b. Preparing the visitor record and unused registration materials back to the CEED Office immediately after the seminar (i.e. after the dinner).

**Venue Team duties (5 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. Securing poster boards and materials (pins, tape) for the seminar (as needed).

b. Collecting existing decorative and other materials from the CEED Office and possibly helping locate and purchase any extra materials needed.

c. Deciding on and installing decorative and other notices in each venue.

d. Assisting CEED Office in preparation and printing of material for signs.

e. Collecting signs and other materials from the CEED Office or Mechanical Engineering workshop, and setting them up in strategic locations in the University Club.

f. Determining appropriate areas for guides to patrol.

g. 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 dinner.

b. Assisting other teams with clearing up as necessary to minimise the delay in students arriving at the dinner venue.

5. Clearing up, including:

a. Securing and returning poster boards.

b. Removing decorative and other materials from each venue.

c. Delivering reusable materials back to the CEED Office immediately after the seminar (i.e. after the dinner).

**Audiovisual Team duties (5 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 I\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 dinner).

**Seminar Preparation Timeline**

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| Opening Meeting | Wednesday, August 3rd |
| Paper First Draft Submission | Noon, Monday, August 29th  ***\* 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.*** |
| First Draft Review Distribution | Monday, September 5th |
| Final Paper Submission | 5:00 pm, Monday, September 19th |
| Submission of Permission to Publish Form | 5:00 pm, Monday, September 19th |
| Proceedings to Printer | Tuesday, September 20th |
| Seminar Rehearsal | 6:00 pm, Tuesday, September 20th |
| **CEED Seminar** | **1:00 pm, Tuesday, September 27th** |

**Editorial Committee Meeting Schedule**

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| Monday, August 29th – 5:00 pm | Session Planning and Allocation of Papers for Review |
| Monday, September 5th – 12:00 noon | Discussion of Reviews, Final Session Planning |
| Tuesday, September 20th – 6:00 pm | Seminar Rehearsal |
| Tuesday, September 27th – 1:00 pm | Transport Material to Venue and Set up |

**Registration Committee Meeting Schedule**

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| --- | --- |
| Wednesday, August 10th – 10:00 am | Initial Meeting – Task Identification, Allocation of Responsibilities |
| Monday, August 29th – 10:00 am | Status update meeting |
| Tuesday, September 20th – 6:00 pm | Seminar Rehearsal |
| Monday, September 26th – 10:00 am | Registration Material Preparation |
| Tuesday, September 27th – 1:00 pm | Transport Material to Venue and Set up |

**Venue Committee Meeting Schedule**

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| --- | --- |
| Wednesday, August 10th – 11:00 am | Initial Meeting – Task Identification, Allocation of Responsibilities |
| Monday, August 29th – 11:00 am | Status update meeting |
| Tuesday, September 20th – 6:00 pm | Seminar Rehearsal |
| Monday, September 26th– 10:00 am | Registration Material Preparation |
| Tuesday, September 297th – 1:00 pm | Transport Material to Venue and Set up |

**Audio-visual Committee Meeting Schedule**

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| Wednesday, August 10th – 5:00 pm | Initial Meeting – Task Identification, Allocation of Responsibilities |
| Wednesday, September 7th – 5:00 pm | Status update meeting |
| Tuesday, September 20th – 5:00 pm | Equipment Assembly and Testing |
| Tuesday, September 20th– 6:00 pm | Seminar Rehearsal |
| Tuesday, September 27th – 1:00 pm | Transport Material to Venue and Set up |