

# **CEED Seminar 2020**

## **Team Duties**

### **Introduction**

1. At the CEED Seminar, we have an opportunity to present and market the CEED program (and yourselves!) to representatives of 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 & Function Team**

1. The full team comprises; all CEED Scholars, and CEED Office staff. All other people should be treated as important guests.
2. For the event, teams of Scholars will join committees handling the following portfolios:
  - i. Editorial
  - ii. Audiovisual
  - iii. Event

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

### **Editorial Committee duties (4 Scholars + Director)**

1. Two Session Chairs will direct events during the seminar sessions (one at each session). A Master of Ceremonies will be responsible for hosting the networking session. One CEED scholar will give a speech of thanks at the networking event. 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 the audiovisual team and ensuring the room is ready for the session.
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. At the networking session, the MC will:
- a. Welcome participants.
  - b. Announce each speaker during the networking session:
    - Representative of Vice Chancellery or Invited Guest;
    - Speech of thanks (CEED Scholar);
    - CEED Director.
  - c. At the end of speeches and presentations:
    - Thank participants for attending;
    - Declare the end of the formal proceedings for the event.

### **Audiovisual Team duties (3 Scholars – 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 (for both the Seminar itself and the rehearsal) 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 Photographer (1 Scholar – Coordinate with CEED Admin)**

1. The Seminar Photographer is responsible for capturing the event via camera.
2. Preparation includes:
  - a. Collecting the camera from CEED Admin at the rehearsal and familiarising yourself with the camera;
  - b. On the day of the event collect the camera at 1pm, make sure the battery is charged etc;
3. Clearing up includes:
  - a. Returning the camera to CEED Admin at the end of the event.

## **Events Committee duties (All remaining Scholars – Coordinate with CEED Admin)**

1. The Events Committee is responsible for all aspects of seminar material preparation, setting up the venue, operating the registration desk, and patrolling the venue assisting any visitors having difficulty locating registration and/or sessions.
  2. Preparation includes:
    - a. Preparing name badges in the CEED office the day before the Seminar.
    - b. Prepare Seminar guest handouts (CEED proceedings, program, CEED pen etc) the day before the Seminar.
    - c. Determine appropriate areas for guides to patrol at the seminar venue (The EZONE);
  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. Collect boxes of Proceedings, pens, programs banner, and session timetable posters from the CEED Office and set them up at the Registration desk.
    - c. Set up the CEED Banner near the registration table at Ezone;
    - d. Set up the rooms in seminar format, with desks stored and chairs positioned.
    - e. Place session timetables in holders near each session door;
    - f. Staff 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.
    - g. Patrolling key areas around the venue from at least 20 minutes before the nominated registration time until the welcome speech.
    - h. Assist with setting up the room for networking function;
    - i. Clean up after networking function concludes.
- Typically, at least three people should attend to the desk at all times, possibly more at peak times. A CEED staff member will take over responsibility for the registration desk at least 5 minutes before the welcome ceremony commences.
4. At the completion of the seminar sessions:
    - a. Guiding participants from the seminar venue to the location for the networking session.
    - b. Assisting with resetting the room to reception format by storing chairs.
  5. At the completion of the Networking session:
    - a. Prepare the room for class use the next day by returning desks and chairs to their original arrangement
    - b. Return the visitor record and unused registration materials and banner back to the CEED Office immediately after the event ends;

## Seminar Preparation Timeline – All Scholars

Opening Meeting	Wednesday, August 5th - 5:00 pm
Paper First Draft Submission	Monday, 24 August – 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, 31st August
Final Paper Submission	Monday, 7th September - 5:00 pm
Submission of Permission to Publish Form	Monday, 7th September - 5:00 pm
Seminar Rehearsal	Tuesday, 8th September - 6:00 pm
Proceedings to Printer	Tuesday, 8th September
<b>Transport Material to Venue and Set up</b>	<b>Monday, 14<sup>th</sup> September -12:00 pm</b>
<b>CEED Seminar Welcome Address</b>	<b>Monday, 14<sup>th</sup> September - 2:00 pm</b>

### Editorial Committee Meeting Schedule

Session Planning and Allocation of Papers for Review	Tuesday, 25 <sup>th</sup> August – 12:00 noon
Discussion of Reviews, Final Session Planning	Tuesday, 1 <sup>st</sup> September – 12:00 noon
Seminar Rehearsal	Tuesday, 8th September - 6:00 pm
<b>Transport Material to Venue and Set up</b>	<b>Monday, 14<sup>th</sup> September -12:00 pm</b>

### Audio-visual Committee Meeting Schedule

Initial Meeting – Task Identification, Allocation of Responsibilities	Tuesday, 25 <sup>th</sup> August – 1:00 pm
Status update meeting	Tuesday, 1 <sup>st</sup> September – 1:00 pm
Equipment Assembly and Testing	Tuesday, 8th September - 5:30 pm
Seminar Rehearsal	Tuesday, 8th September - 6:00 pm
<b>Transport Material to Venue and Set up</b>	<b>Monday, 14<sup>th</sup> September -12:00 pm</b>

### Events Committee and Photographer Meeting Schedule

Initial Meeting – Task Identification, Allocation of Responsibilities	Thursday, 13 <sup>th</sup> August – 10:00 am
Seminar Rehearsal	Tuesday, 8th September - 6:00 pm
Registration Material Preparation	TBA – likely Friday 11 <sup>th</sup> September – 1pm
<b>Transport Material to Venue and Set up</b>	<b>Monday, 14<sup>th</sup> September -12:00 pm</b>