

CEED Seminar 2022

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. Our guests do notice who is pitching in – **this is an opportunity!**

The full CEED Seminar & Dinner Team

1. The full team comprises; all CEED Scholars, and CEED Office staff. All attendees should be treated as important guests.
2. For the event, teams of Scholars will join committees handling the following portfolios:
 - Editorial
 - Audio-visual
 - Event and Photography

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

3. On the evening, all CEED scholars and staff are expected to participate in the hosting and waiting for the event. This will mean taking turns staffing the bar, serving food to guests (and preparing trays for serving), covering registration, and generally making our guests welcome.

Editorial Committee Duties (5 Scholars + Director)

1. Roles:
 - Three 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.
 - The remaining CEED scholar will give a speech of thanks at the networking event.
2. Prior to the Seminar/Early Preparation – all members:
 - Before the seminar the editorial committee will review all seminar papers and provide feedback to authors in a timely fashion. Draft submissions are due Monday 2nd August.
3. On the Day Preparation - the session chairs and MC includes:
 - Meeting with all speakers beforehand to discuss the signals to be used for timing control.
 - Checking with the audio-visual team and ensuring the room and the computer (with presentations loaded) are ready for the session.

4. During the Seminar – Session Chairs:
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.

5. During the Seminar – MC:
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.

Audio-Visual Team Duties (3 Scholars – Coordinate with Director)

1. The audio-visual Team is responsible for all aspects of setting up, operating, and clearing-up audio-visual equipment used for the seminar talks.

2. Preparation (for both the Seminar itself and the rehearsal) includes:
 - a. Collecting laptop computers and any other audio-visual 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 audio-visual equipment and all PowerPoint presentations in each seminar venue.
 - d. Assisting any speakers who wish to check their presentations function properly at the venue.

3. During the Seminar:
 - a. Supporting the operation of all audio-visual equipment during the seminars. This includes intervening if any problems arise at any time during presentations
Packing up all audio-visual 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 photos of the event.
2. Preparation includes:
 - a. At the rehearsal session, familiarise yourself with the camera
3. During the Seminar:
 - a. Collect the camera from CEED Admin at 1pm, make sure the battery is charged etc;
 - b. Return 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. Morning of Seminar Preparation includes:
 - a. Preparing name badges in the CEED office
 - b. Prepare Seminar guest handouts (CEED proceedings, program, CEED pen etc)
 - c. Determine appropriate areas for guides to patrol at the seminar venue (The Ezone);
3. Setting Up the Seminar:
 - a. Collect printed sheets and holders for name badges from the CEED Office, including some without names for extra visitors.
 - b. Collect registration list, 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.

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 rooms to reception format (as necessary).
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 to the CEED Office immediately after the event ends.

Seminar Preparation Timeline – All Scholars

Opening Meeting	Tuesday, July 26th - 5:00 pm
Paper First Draft Submission	Monday, August 22 nd – 5:00 pm <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, August 30 th
Final Paper Submission	5:00pm on Tuesday September 13 th
Submission of Permission to Publish Form	5:00pm on Tuesday September 13 th
Seminar Rehearsal	Wednesday the 14 th of September – 5:00 pm
Proceedings to Printer	Wednesday the 14 th of September – 12 noon
CEED Seminar	Wednesday, September 21st - 1:00 pm onward

Editorial Committee Meeting Schedule

Session Planning and Allocation of Papers for Review	Tuesday, August 23 rd – 12:00 noon
Discussion of Reviews, Final Session Planning	Tuesday, August 30 th – 12 noon
Seminar Rehearsal	Wednesday the 14 th of September – 5:00 pm
Transport Material to Venue and Set up	Wednesday, September 21st - 1:00 pm onward

Audio-visual Committee Meeting Schedule

Initial Meeting – Task Identification, Allocation of Responsibilities	Tuesday, August 23 rd – 4:00 pm
Status update meeting	Tuesday, August 30 th – 12:30 pm
Equipment Assembly and Testing	Wednesday the 14 th of September – 4:00 pm
Seminar Rehearsal	Wednesday the 14 th of September – 5:00 pm
Transport Material to Venue and Set up	Wednesday, September 21st - 1:00 pm onward

Events Committee and Photographer Meeting Schedule

Initial Meeting – Task Identification, Allocation of Responsibilities	Tuesday, 9 th August – 10:00 am
Seminar Rehearsal	Wednesday the 14 th of September – 5:00 pm
Registration Material Preparation	Tuesday, September 20th - 1:00 pm onward
Transport Material to Venue and Set up	Wednesday, September 21st - 1:00 pm onward