

Org Com Roles Descriptions

Accountable to | Events Office

1. Org Com Coordinator

- Chairing the Organising Committee:
 - Recruiting and managing the local Organising Committee (Org Com), while collaborating with the Events Officer and Events Coordinator or Training Events Coordinator
 - Frequently reporting to the EFPSA Events Office in order to ensure an efficient flow of information
 - Ensuring that the Org Com adheres to EFPSA's Statutes & Internal Regulations, Corporate Visual Identity (CVI), official communication channels and working practices
 - Ensuring the sharing of the Knowledge Transfer, the EFPSA Event Minimal Requirements Document and other relevant documents with the Org Com
 - Ensuring contact with the EFPSA Finance Office and other relevant teams
 - Ensuring that an Action Plan is made and adhered to and that the tasks are delegated accordingly
 - Ensuring the completion of EFPSA Post-event tasks
- Overseeing the administrative aspect of the event
- Overseeing the financial aspect of the event
- Overseeing the marketing aspect of the event
- Overseeing the social aspect of the event
- Overseeing the scientific aspect of the event (applicable only to Congress and EFPSA Conference)

2. Finance Team

- Read and follow the Finance Introduction Manual and the Grant Management 101 Manual
- Make a list of potential sponsors. The spreadsheet should include sponsor name, phone number, email address, description of the sponsor, whether it is for service/item or money and the Org Com responsible to be in touch with that sponsor
- Searching for potential partners, sponsors, grants or other financial or material support

- Work together with EFPSA Events Officer (EO) and Finance Officer (FO) for preparing a preliminary budget with estimated costs and income
- Prepare the final budget after the Event
- Get quotes for expenses from companies by calling them on the phone (e.g. travel agencies for transportation, studio for PA sound system, etc.)
- Prepare a Portfolio and sponsorship package, if needed, in collaboration with the Marketing Office
- Write a protocol on how to contact and how often to contact sponsors (e.g. first mail, then a phone call, first reminder, second reminder). The protocol should be understandable and applicable by the whole Org Com.
- Prepare a template email for contacting sponsors
- Communicate with sponsors
- Negotiate prices and possible expenses

3. Marketing Team

- Open a Facebook group or event, create a Facebook posts' timeline and keep it up to date (work along with other teams)
- Help the Finance Team in creating the Portfolio
- Prepare website design and keep it up to date (currently applicable only to Congress and EFPSA Conference)
- Design a poster, a logo (if applicable) and conceptual art for the event's theme (not compulsory)
- Prepare promotional texts for opening up applications, launching calls (e.g. supervisors and participants) on EFPSA main webpage and the event's Facebook group or event
- Design merchandise and coordinate its preparation (not compulsory)
- Plan how many items of merchandise are to be printed. Refer to item sales from past events (not compulsory)
- Get quotes for the printing of event merchandise and posters (not compulsory)
- Prepare visual materials and layout of the Info Pack and the Event Booklet
- Organise a photographer for the event (for smaller events where an EFPSA Photographer is not present)

- Take care of the external image of the event and ensure a uniform design for all the materials (if applicable)
- Prepare and schedule the promotional material

4. Administration Team

Pre-event tasks

- Answer emails of participants
- Investigate and learn about visa information, travel tips, pre-event accommodation
- Securing a venue that adheres to the EFPSA Event Minimal Requirements Document together with the Coordinator of the Org Com
- Be involved in the preparation of the Venue Contract together with the Coordinator of the Org Com
- Prepare Info Pack content
- Prepare content for the website of Facebook group/event, with special regards to the country, information about the Org Com members, venue information and other logistic matters
- Coordinate the making of a list of needs to be communicated to the venue. Note down missing items in the venue (e.g. beamers, printers, chairs, etc.)
- Coordinate the preparation of the content for the Event Booklet
- Arrange accommodation in rooms – if applicable
- Coordinate preparation of goodie bags (notepad, pen, brochures/leaflets) and name tags
- Work together with the respective EFPSA team (e.g. Research Programme Team for Research Summer School, Training Office for training events etc.) and the Org Com Social Team on preparing the event weekly schedule
- Make the contact list of participants- gather emails and phones in one spreadsheet
- Gather arrival/departure info of participants, food requirements, special medical care requirements, and send reminders to those who have not replied yet
- Organise EFPSA Buses to and from the venue

Event tasks

- Register participants upon arrival at the info point

- Make a schedule of the week for distributing tasks to Org Com members on each day (e.g. time “checkers”, early wakers, coffee/tea break preparers, evening clean up helpers, etc.). Finance and Marketing team members should mostly be available for everything during the event week
- Create inventory lists for each room and activities
- Coordinate departure/arrival of participants

5. Social Team

Pre-event tasks

- Brainstorm and come up with ideas for social activities. Create a spreadsheet to be filled with ideas from the whole Org Com
- Organise and plan all evening events
- When planning your local country evening
 - Contact local product sponsors together with Org Com Finance Team
 - Contact local performers (e.g. folk dance, storytelling, theatre play, live music, etc.) and obtain quotes
 - Make a list of potential sponsors that may be able to provide samples of local products
 - Work along with your Finance Team to prepare an email template for contacting local sponsors for samples
- Cultural evening:
 - Organise the cultural evening and communicate all the needs of the venue. Make sure every country representative has their table, cups, cutlery, plates, etc.
- Prepare ice-breaker games and fun activities for the arrival day
- Excursion:
 - Make a whole-day hour by hour schedule of the excursion day
 - Possibly prepare a handout about the excursion day, giving info about the excursion programme as well as some information on the excursion sites
 - Distribute tasks to the whole Org Com for the excursion day
 - Contact City Hall or municipal bus company in order to get support for transportation to excursion sites

- ❑ Contact City Hall or relevant offices (e.g. museum directorate, ministry of youth, ministry of culture, etc.) to request free entrance to excursion sites
- ❑ Contact City Hall or local universities for a free reception, dinner, concert, etc.

Event tasks

- Coordinate evening events (parties, social activities, etc.)
- Distribute tasks to the whole Org Com for social activities such as team games
- Coordinate team games (if applicable)
- Oversee music playing, drinks and coupon selling during the evenings (if applicable)
- Coordinate clean up at closure of every evening

6. Scientific Team (applicable only to EFPSA Congress and EFPSA Conference)

- Prepare a database of speakers that could be contacted
- Contact speakers to present at the event - ideally assigning a number of speakers to each member of the Scientific Team
- Prepare a template for invitation letters and emails
- Maintain communication with the speakers and answer e-mails in an efficient manner
- Schedule slots during the scientific programme for each invited guest
- Make sure that all rooms have the necessary equipment (e.g. projector, microphone, flipcharts, markers etc.)
- Coordinate speakers travel arrangements to and from the venue
- Prepare and assign gifts for the speakers
- Create a time-table for Org Com members to help in the running of the scientific programme, e.g. checking that all rooms are in order, that the speakers are in the correct room etc.
- Create a good knowledge transfer for the upcoming scientific team

Please note that EFPSA's positions are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state interest in this position, please contact the current Events Officer (events@efpsa.org).