



IATEFL LTSIG Events Organiser

Jan 2024 - Jan 2027

The **Events Organisers** hold the responsibility of proposing various events for the SIG, planning them and seeing them to completion. More specifically, the Events Organiser role involves:

- Setting up and running the LTSIG PCE and Showcase.
- Coordinating and moderating other face to face and online events (webinars and online conferences) via Zoom and other online platforms.
- Establishing ideas with other SIGs to plan joint events.
- Using industry contacts and knowledge to help decide for the themes and topics of the events.
- Liaising with the treasurer to set up sponsorship packages for the needs of the events held.
- Contacting sponsors and exhibitors for the support of the events.
- Creating a list of possible speakers and liaising with the coordinator on these choices.
- Contacting speakers and collecting bios, abstracts and photos for promotional materials.
- Advertising and marketing the event and supplying all relevant information to members in collaboration with the Content team, including the Social Media Coordinator, the Newsletter Editor and the Webmaster.
- Setting up the timetable for the event.
- Designing the event programme and poster.

- Creating an online registration form that would be user-friendly to all members and non-members of the SIG if necessary.
- Deciding on pricing with the coordinator and treasurer of the SIG and liaising with HO for when the event can go live on the IATEFL website.
- Working with the Coordinator, treasurer and local organiser on the budget.
- Creating feedback forms and sending back to HO.
- Helping the local organiser with gathering information regarding accommodation, transportation etc.
- Setting up Zoom for the online events in good time.
- Scheduling rehearsal and technical checks with speakers on Zoom prior to events.
- Uploading speakers' presentations at least 24 hours prior to the rehearsal date.
- Assisting presenters with their presentations, audio and video.
- Processing the session recordings and liaising with the Webmaster to upload them onto the members area and or IATEFL website.
- Keeping the coordinator updated and liaising for consultation.
- Attending monthly meetings (online) and sharing updates, insights, ideas, issues or problems with the committee.
- Keeping abreast of developments in the EdTech field.
- Taking the initiative when inspired or required to do so.
- Making sure that event information is provided in time to be included in the newsletter and eBulletin.

An ideal candidate for this position would have:

- Good experience with organising online and physical events.
- Experience with hosting or co-hosting webinars.
- Excellent Zoom and eModeration skills e.g. familiarity with Zoom tools, ability to manage the flow and pacing of the webinar, having contingency plans in place to deal with potential technical problems.

- Excellent vocal communication skills to work with the presenters and the audience in an assured and engaging manner.
- Excellent organisational skills.
- Excellent communication skills.
- Excellent PR skills.
- Excellent team player skills.
- The availability to attend and run SIG events.
- Excellent Microsoft Word, PPT and Excel skills.
- Experience and contacts in the ELT world.

The position lasts 3 years. If the committee member wishes to step down from the position they should give a two-month notice to the coordinator and help induct the new person replacing them. Once elected, the committee member can re-apply for another 3-year term subject to the rest of the committee vote.