Committee role descriptions

Events Coordinator

Responsibilities of the LitSIG Events Coordinator include:

- working closely with a local organiser to set up and run events
- contacting exhibitors and sponsors for events and setting up sponsorship packages
- putting out a call for papers for events and choosing speakers as well as putting the programme together (in collaboration with the LitSIG Coordinator and other committee members)
- advertising and marketing the event
- setting up the timetable for the event
- designing the printed conference programme
- creating a registration form and deciding pricing for the event and liaising with IATEFL HO in order for it to go live on the website
- working with the local organiser on the budget for the event and submitting it to IATEFL HO for approval (in collaboration with the LitSIG Treasurer)
- creating feedback forms for the event to send to IATEFL HO for photocopying
- helping the local organiser with getting information regarding accommodation, travel and restaurants for the event
- creating charts to visualize conference feedback
- getting all relevant information out to members
- using your contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats
- being actively involved at many levels in LitSIG's annual PCE

An ideal candidate for the position would have:

- excellent organisational skills
- experience with organising both physical and online events
- excellent team player skills
- excellent Microsoft Word, Excel & PowerPoint skills
- experience and contacts in the ELT world
- a proactive attitude: actively elicit and propose events