

National Events Chair Guidelines

national.events@e-tas.ch

The National Events Chair (NEC) is responsible for organizing the Professional Development Day, a one-day event, as well as the Annual Conference and AGM, which may be a one-day or two-day event. The main tasks are:

1. Produce material for and oversee the production of the Professional Development Day **Annual Conference and AGM Programmes** according to templates provided by the programme organizer in the Publications team. Liaise with the Sub-Committee (Events Team), DTP and Administrator and forward all information to the Publications sub-committee Programme Manager (see Publications Guidelines).
2. Find and invite **speakers** (see call for speakers document).
3. Liaise closely with Executive Committee, the subcommittee Events team leader, Publications programme manager and Administrator.
4. Suggest a venue and submit it to the committee. Once decided, work together with the sub-committee (Events Team).
5. Liaise with the Treasurer to oversee the budget for the Professional Development Day, Annual Conference and AGM.
6. Organize programmes and timetables in consultation with Events Team.
7. Get the following information from speakers:
 - speakers' bio-data
 - workshop/talk descriptions (for the Professional Development Day, Annual Conference and AGM Programmes)
 - speakers' special requirements (equipment / limited number of participants / etc.)
8. Liaise with an external graphic designer regarding the conference **posters** and send to Administrator for distribution. Send the same document to the Web Chair for publication on the website.
9. Send full list of speakers' contact details to Administrator.
10. Send list of speakers' requirements (equipment etc.) to sub-committee (Events Team) for room allocation.
11. Organize **feedback sheets** and/or **online conference feedback**.
12. Liaise with Administrator and National Chair to find workshop supervisors and make sure they receive the **Workshop supervisor guidelines**.

13. Liaise with the Secretary to ensure that the Annual Conference is promoted in the IATEFL journal.
14. Arrange presents for the plenary speakers, the Administrator and others.
15. Introduce the plenary speakers.

16. Attend the IATEFL conference on behalf of ETAS in the UK. ETAS covers the early bird registration, transportation and hotel (based on a budget approved by President and Treasurer). You need to cover your meals and any other expenses. If you'd like to attend, you need to make that desire clear to the Treasurer three months prior to the IATEFL conference date. If you do not want to or cannot attend the event, the committee will choose a committee member or national council member to go in your place (budget permitting). You are expected to use the time at the conference collecting contacts and ideas for the AGM speakers. If you attend on behalf of any other organization (your employer, for example), the costs need to be split between ETAS and that party. You will need to be a member of IATEFL to participate in the conference. You can become an IATEFL member when you renew your ETAS membership. Be sure to observe the deadline to join IATEFL provided on the renewal letter. Note: if officially representing ETAS at the IATEFL Associate Member Day, the conference fee shall be waived by IATEFL.
17. Submit an Annual Report to the President at least six weeks before the Annual Conference (to be included in the Annual Report at the AGM).
18. The President should be copied into all pertinent ETAS emails and correspondence.
19. Should not normally miss more than one meeting per year.