**SOP for Organizing Seminar/ Lecture**

|  |  |  |
| --- | --- | --- |
| Procedure | Responsible parties | |
| Office | Helper |
| Confirmation   1. CKPC Office confirms with the speaker the *date* and *topic* of the seminar; 2. CKPC Office sends an email to the speaker and cc a helper to introduce a helper for this seminar | ✓ |  |
| Communication  The helper confirms the followings with the speaker:   * Topic in Chinese and English * Talk description / abstract (within 100 words) * Language * Length of the talk * Poster style or any “must-use” pictures |  | ✓ |
| Poster design  Poster language depends on the speaker’s choice of language. If in English, English poster; if in Chinese, Chinese poster.   * CKPC logo * College name: Chao Kuang Piu College曹光彪書院 * (Possible) Theme for the series, eg Inspiration Lunch Series, Master’s Dinner Series, etc… * Talk description / abstract (within 100 words) * Date & Day * Time * Location (usually W21-G015) * Language * Sign up page in google and QR code * (Possible if approved) Count as RC activity – participants must attend 2/3 of the activity to be counted |  | ✓ |
| Poster confirmation   * Helper needs to confirm the design and content of the poster with the speaker |  | ✓ |
| Promotion stage   * Helper writes some promotional lines to “sell” the seminar (Chinese and English) * Helper sends the poster and promotional lines to the following parties for promotion:   + CKPC Office (UM Today and UM Bulletin board, CKPC website)   + CKPC wechat account (HA wechat)   + RT/RA wechat groups to each floor groups * Office prints 5 copies (A3 size) to be put in 3 elevators and along the ground floor hallways   \* Poster must be stamped by admin staff before being posted up.  \* Promotion period should cover at least 4 working days.  \* Poster should re-appear multiple times throughout the 4 days on various channels. | ✓  ✓  ✓ | ✓  ✓ |
| Seminar day – venue set-up   * One poster will be put in welcoming board at the entrance * Seats, laptop, audio (mic, video sound), screen, projecter and pointer ready * Bottled water for speaker * Refreshments and/ or drinks (coffee, tea and water) * Sign for coffee and water * Paper cups and tissue * Poster-stand on refreshment table * Table cloth for refreshment table * Card reader or check-in signing paper | ✓ |  |
| Seminar day – speaker reception   * Receiving speaker at the confirmed time and place * Speaker can have meals at CKPC dining hall if needed * Double check with the speaker if the settings are satisfied |  | ✓ |
| Seminar day – on-going   * Office takes photos * Participants check-in via card reader or sign check-in paper | ✓ | ✓ |
| Seminar day – finish   * Return and clean unused items back to office/ pantry * Office uploads photos to shared drive * (Possible) Office does photo-sharing on UM bulletin | ✓  ✓ | ✓ |