

STEP EVENT SUPPORT: WORKSHOPS

No.	DETAILS
1	GENERAL
1.1	Organise event kick-off meeting with the Organising Committee to discuss requirements which include the workshop title, purpose of event, event date(s), expected number of delegates and establishment of committee and roles.
1.2	Preparation of a one-page description of the workshop
1.3	Preparation of agenda, schedule, suggested speakers etc.
1.4	Follow up on agreed actions relating to the event
1.5	Establishment of microsite for the event
1.6	Administrative support throughout the event (registration, etc.)
2	VENUE
2.1	Booking the venue
2.2	Setting up venue
2.3	Preparation of catering requests
2.4	Booking and arranging poster boards and their set-up/collection
2.5	Preparation of internal/external signage and taking signage down after the event
2.6	Arranging clean-up after the event
3	DELEGATES/SPEAKERS/PRESENTERS
3.1	Sending a "Save the Date" to delegates
3.2	Sending invitations to speakers and delegates
3.3	Sending calls for abstracts, posters, bios and instructions for posters
3.4	Managing and collating a list of posters
3.5	Liaising with delegates e.g., providing maps, directions, accommodation advice, special requirements and answering queries etc.
3.6	Liaising with DCU Presidents Office for high profile speakers
3.7	Collating list of delegates/attendance list
3.8	Preparation of delegate name badges
3.9	Ordering car park tickets
4	FINANCES
4.1	Preparation and monitoring of budget
4.2	Preparation of funding proposals (e.g., Fáilte Ireland, SFI) where applicable
4.3	Setup of Eventbrite page for registrations
4.4	Follow up with Eventbrite on the transfer of income following the event
4.5	Preparation of requisitions/purchase orders (catering requests etc.)
4.6	Liaising with DCU Finance Office regarding queries on invoices, etc.