**SOP for Organizing Seminar/ Lecture**

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| Procedure | Responsible parties |
| Office | Helper |
| Confirmation1. 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
 | ✓ |  |
| CommunicationThe 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 designPoster 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
 | ✓✓ | ✓ |