

ECIS Tech Conference - Schedule for student involvement

- Week ending 21st November 2014
 - potential students have been contacted
 - meeting has been scheduled with all interested parties
- Week ending 28th November 2014
 - meeting has taken place
 - a list of interested students has been drafted
 - Student voice reps asked about the feedback they have gained from Focus group research (7th Nov)
- Week ending 6th December 2014
 - list of students has been finalised
 - lead students have been identified (Leo for Tech, Liz for SA, Kim & Annelise for junior organisers)
 - parents have been contacted
 - permission letter has been sent
- Week ending 12th December 2014
 - permission letter has been returned
 - t-shirt design competition has been communicated to all students (for helpers on day of conference)
- Week ending 19th December 2014
 - permission letters have been returned and collected
 - outstanding letters are being chased
- TWO WEEK HOLIDAY
- Week ending 16th January 2015
 - training schedule for tech team has been drafted
 - training schedule has been sent for review by interested parties
 - t-shirt designs handed in
- Week ending 23rd January 2015
 - training schedule for tech team has been reviewed and agreed upon
 - student-led workshop team has met to propose session titles
 - results of t-shirt design announced
- Week ending 30th January 2015
 - training for tech team has commenced
 - student-led workshop proposals have been reviewed
- Week ending 6th February 2015
 - 'improved' student tour 'script' has been adapted to include tech relevant details
 - student-led workshop
- Week ending 13th February 2015

- training for front of house team has commenced
- ONE WEEK HOLIDAY
- Week ending 27th February 2015
 - student-led workshops are ready
 - session lesson plans for above have been reviewed
 - training for tech team is completed
- Week ending 6th March 2015
 - student-led workshops are rehearsed in front of BIS staff— *SEE WITH SLT if possible to do a dress rehearsal in one of the whole staff meetings*
 - student tours are rehearsed with conference organisers
- Week ending 13th March 2015
 - final arrangements e.g. printing, cutting, etc.
 - student tours are rehearsed with BIS staff
 - meeting with all students involved to review plans of whole conference
- Thursday 19th March
 - students to help prepare pre-conference area (library)
 - interest group meetings e.g. tech team with technicians, student tours with Vikki, etc.
- Friday 20th March — pre-conference
 - around 40 attendees
 - starts at 10 and finishes at 4
 - students
 - would be needed to meet & greet attendees
 - help attendees get to the registration booth
 - assist with the registration process
 - the bulk of the work would need to be done between 10am and 11am
 - after that, one or two students on call should be enough
- Saturday 21st and Sunday 22nd March
 - maximum of 220 attendees
 - a more realistic figure will be between 100 and 150
 - 9am start, 5pm finish
 - students needed to
 - meet and greet
 - help with registration process
 - help setup
 - help with technical requests
 - guide attendees to destination
 - provide attendees with a high level of customer service
 - lead student tours
 - student led sessions