

Key Roles:

- **Event Coordinator:** Central planning and oversight. - Shuyang
- **Venue Manager:** Secures and prepares the venue. - Oliver Shi
 - Look for and reserve venues two months before event dates - **done**
 - Check in to make sure the venues are secured one month before event dates - **done**
 - For higher level events requiring seating arrangements, propose layouts and implement the arrangements on site - **need to discuss**
- **Guest Relations Manager:** Manages guest speaker engagements. - Shuyang, Xuanye Bai
 - Invite and coordinate with speakers - **done Tianyi Chen and Sicheng Li will present**
 - Coordinate with the Tsinghua Suzhou - **ongoing**
 - Ask Tsinghua Suzhou for intention for having a networking dinner - **ongoing**
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- **Promotions Manager:** Handles pre- and post-event promotions. LinkedIn - Jiahao, Oliver Chen
 - Pre-event promotion (Jiahao):
 - Content creation: Poster, Text (Bilingual)
 - Social Media Delivery: WeChat Group (Chinese), LinkedIn (English) - no later than 3 weeks before the event
 - **Email Delivery to Members/Past Event Attendees**
 - Include sign-up info.
 - Post-Event promotion (Oliver Chen):
 - Event Summary: WeChat CCEMP Account - no later than 1 week after event
 - Appreciation: LinkedIn - no later than 1 week after event
 - **Email Delivery to Members/ Attendees**
- **Registration Manager:** Oversees attendee sign-ups and check-in. - Jiahao

- **Logistics Manager:** Ensures availability of materials and equipment. Coordinates food and beverage services. - Chen Wang , Bojun Xu
- Do we need a projector? - Kevin
- Do we need posters - stand-banner and printer poster - Kevin Xia?
- A standing white board - Chen Wang
- Coffee, water, snacks - Chen Wang, Bojun Xu
- **Event Moderator:** Guides event proceedings. Prepare slides.- Xuanye Bai
- **Photographer:** Capture event highlights. - Chen Wang will take care of photographing and sharing
- **Treasury:** - Lan Yao

Content Creator into 1 News Letter, suggesting monthly (3-person Group) :

- 1st person: responsible for **students success:**
 - Education opportunities (master's and PhD programs) and corresponding professors
 - Internships and Volunteer Opportunities, contact information
 - Related job fairs, job opportunities and contact information
- 2nd person: responsible for **career development:**
 - Industry Trends: Industry Forecasts, regulation and policy updates, and latest technologies.

- Training process: Professional Certifications and Courses
- Networking: professional conferences
- 3rd person: **CCEMP internal content and delivery:**
 - All CCEMP group internal content
 - Deliver via email, Wechat Group?