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
    -
- **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?