SYM-BIOS

CS-IT Techfest of Symbiosis Institute of Technology

Committees

There are seven different committees in all. You may apply to whichever committee you feel you are best suited for.

The various committees for the functioning of the techfest along with the duties of each are as follows:

1.Advertisement and Marketing

Online Marketing

Publicizing Symbios and its events on different social media sites and websites of opportunity.

Offline Marketing

1. Publicizing Symbios in different colleges.
2. Managing advertisements in different media like newspapers, if needed.

2. Events

1. Heading one of the events proposed or coming up with an event of your own.
2. Finalize the rounds of the event, the judging criteria, the time needed, the facilities needed, etc. and submitting a proposal of the same to the Heads.
3. Selecting the team you'll work with on the event, if needed.
4. Procure the equipment needed for the event.
5. Co-ordinate with the other departments to ensure a successful event.

3.Finance

1. Planning and managing the expenses.
2. Getting quotations from the vendors and meeting the fiscal demands of the other departments.
3. Handling registration money.
4. Distribution of prize money.
5. Maintaining records for every expense.

4.Hospitality and Guest Relations

1. Arranging refreshments for the judges and guests of honour.
2. Contacting them and handling their itineraries in co-ordination with the Events committee.
3. Handling the travel arrangements for guests.

5.Innovation and Creative Committee

1. Designing the logo for Symbios.
2. Designing the brochures and posters needed for sponsorship and advertisement.
3. Create catchy taglines and write summaries for the events.

4. Coming up with innovative ideas for implementing the different events.
5. Plan with the technical team to come up with the website for Symbios.
6. Designing the T-shirts and/or hoodies for Symbios.

6.Sponsorship

1. Contacting potential sponsors and setting up meetings with the companies.
2. Making decisions as to what kind of sponsorship is needed (cash, kind, publicity, etc.) from which company.
3. Making presentations to be delivered to the potential sponsors, if needed.

7.Technical Team

1. Managing the website for Symbios.
2. Managing the audio-visual aspects of the events.
3. Managing a database for the events, the participants, etc.
4. Helping in the setting up of the laboratories and other equipment needed for the events.
5. Implementing the ideas suggested by the Innovation and Creativity department.
6. Helping the Events department with the codes for the competitions, if needed.

8.Logistics

1. Procure the equipments required for the different events and the fest in general.

2. Handle printing of advertisement posters, brochures, certificates, etc.

9.Student Relations

1. Contacting and informing the participants about the schedule of their events and the like.
2. Answering the queries of the participants regarding the events.
3. Handling the travel arrangements for the participants.

The application form can be found here:
https://docs.google.com/spreadsheet/viewform?formkey=dGVoYjhxZHd6MWx3TDdpM09DeGw1U0E6MQ

We welcome you aboard SYM-BIOS and look forward to making this a huge success! :)