Guidelines for the CREATE Application Master

A. Collecting participants' applications and checking if the applications are complete (e.g, proof of student status, EHPS membership number, payment…)
B. Acting as general contact person for the workshop
C. Participants' selection; and informing the respective participants that they can participate in the workshop
D. Sending the info pack to participants
E. Helping with general organizing tasks (before and during workshop)
F. (Co-)Organizing the "Meet the expert" sessions (MTE)

Before the conference

- Advertising the MTE sessions
- Collecting applications and checking if they are complete
- Allocation of participants to the respective expert (e.g., deciding about group or single sessions if necessary; or if a person can meet more than one expert)
- Sending schedules to the experts
- Communication with local organizers
- Preparing the sessions and materials (e.g., signs, sheets)

During conference

- Organizing the event (with someone else from Create)

After conference

- Evaluation