

Guidelines for the CREATE Communications Officer

1. Introduction:

The Communication Officer is the first contact person for both CREATE and MTE applicants (and MTE experts). You are in charge of the CREATE email-box (create@gmail.com) and makes sure all applicants are well informed about applications, acceptance, deadlines, etc. You are also the OC member who's active on the social media platforms of CREATE (e.g., Facebook page).

2. Advertisements CREATE and MTE

- a) Make sure that the workshop and MTE are announced by the EHPS in time (set a deadline during the winter meeting).
- b) Make sure reminders are send
- c) Promote CREATE and MTE through social media

3. CREATE email-box/WUFOO system

- a) When application forms come in through the WUFOO system, you file them (file "CREATE applicants 2015", "MTE applicants 2015", 2016 etc.).
- b) You make sure applicants receive automatic replies that their application was received successfully.
- c) You reply to specific questions regarding application procedures etc. for both CREATE and MTE
- d) You file questions regarding finances etc. in the 'treasurer file' and mark them as unread so the treasurer can reply to these emails.
- e) You check this mailbox at least once a week in between the end of the workshop and the upcoming winter meeting, and on a daily base when the applications are open.
- f) In case you are unable to manage the CREATE-inbox (due to sickness, deadlines, holidays, etc.), the secretary will be the one taking over these duties as long as necessary.
- g) You check if application forms are complete after submission (e.g., attached proof of student status). If not, you contact the participant.

4. Participant selection

- a) There's room for 35-40 participants each year. It is wishful to reach these numbers to cover all financial costs of the workshop.
- b) Participants are preferably coming from different countries
 - i. DE/NL/UK are generally very well (over?) represented in the workshops.
- c) Try to recruit participants from low-income countries. The secretary can contact the national delegates (NDs) through the EHPS ND-leader.
- d) If more than 40 participants apply for CREATE, you should use the selection procedure as outlined at DB or the CREATE website.
- e) The number of MTE participants is depending on the number of experts, the number of individual and/or group requests.
- f) You allocate MTE applicants to experts and decide whether topics can/should be combined or not. Applicants can tell you their preferences.
- g) Acceptance email:
 - i. When CREATE participants are selected, you send out a general acceptance email including a template for the participant pack and information about the deadline for handing in this template and workshop payments.
 - In case participants did not pay prior to the deadline has expired, their workshop seat can still be canceled and provided to somebody else.
 - In case they have not send back their participant information in time their page in the participant pack will be blank.
 - i. When MTE participants are selected you inform them about when, where, who, and what's expected from them (including evaluation forms after their meeting). Inform the others about the waiting list (or reject them if necessary).
 - You also inform the experts about when and where to expect their applicants, and provide the application forms to the experts. Ask the experts for confirmation of their presence and if there's anything else you could do for them prior to the MTE.
- h) Prior to the workshop and MTE you make an overview of all participants for the both of them.
 - i. CREATE: including columns about name, email, University, country, EHPS number, dietary wishes, payments, other comments, etc.
 - ii. MTE: name, email address, University, top 2/3 experts they want to meet, when they are scheduled with which expert in which room.

- i) You work closely together with the treasurer during the application/participant selection period, to make sure participants get in who have paid for the workshop.

5. Information & Participant Pack

- a. The Grant Master creates the information pack.
- b. The Communication Officer creates the participant pack.
- c. The Communication Officer distributes the information pack together with the participant pack to all participants.

6. During the workshop/MTE sessions

- You are the contact person for all participants
 - o And experts in case of MTE
- You are present during the workshop and MTE session, or you make sure another OC member covers your duties.
- For MTE: you make sure rooms are ready, signs are up so both participants and experts can find the rooms (communicate about this with the local organizer). In case the EHPS/local organizer has not covered the signs for MTE, you take some back-up prints with you to the MTE sessions and put them up yourself.

7. After the workshop and MTE:

- File the overviews of CREATE and MTE applications, and the participant pack
- Delete all single application forms and participant pack emails that are not necessary to keep (because of the pp pack)
- Ask all CREATE and MTE-candidates to fill in the evaluation form.

8. General tasks Communication Officer:

- Check if all emails/messages/etc. are up to date (including correct topics, names, deadlines, etc.).

9. Time line:

Time	Task
After workshop/MTE/conference	<ul style="list-style-type: none"> - File and delete documents in the mailbox as described above - Collect all MTE evaluation forms, write a report, send it to fellow OC members and upload it to DB. - Adapt/improve existing documents (e.g. these guidelines) if necessary
Winter	<ul style="list-style-type: none"> - Email contact with other CREATE OC members (general stuff) - Promote the upcoming workshop (especially in low-income countries), amongst others on the social media platforms.
Prior to winter meeting	<ul style="list-style-type: none"> - Prepare winter meeting: think about application deadlines, improvements, read the agenda, etc.
After winter meeting/prior to opening applications	<ul style="list-style-type: none"> - Check all emails that will be send, deadlines, if the system works properly (by means of a test application). - Send the email about applications to the chair person, (s)he will forward it to the EHPS communication officer.
During application period	<ul style="list-style-type: none"> - Check general inbox once a week, answer questions, file the questions that you've answered, file questions for other OC members in their specific files (mark as unread)
After application deadlines	<ul style="list-style-type: none"> - Select participants (use selection procedures if necessary) - Make overview of participants / work closely with treasurer (in case of acceptance after payments) - Make sure the secretary knows about dietary wishes of participants (or treasurer, see who's communicating with the local organizer about the dinner) - Create participant pack - Make MTE schedule - Inform participants about their acceptance (CREATE: payments, participant pack etc.; MTE: when/where/who) - Inform MTE experts about the schedules
1 week prior to the workshop	<ul style="list-style-type: none"> - Prepare introduction slide - Check if there are no cancelations or anything - Prepare evaluation forms MTE (or ask the secretary to do this)
Workshop	<ul style="list-style-type: none"> - EC meeting on Saturday afternoon - Meet participants/facilitators on Saturday evening - Sunday: welcome participants, help providing them their name tags and organizing the workshop - Monday: organize workshop - Tuesday: organize workshop and MTE session, collect evaluation forms