

Guidelines for the CREATE Webmaster

- A. Announcements & Advertisements
 - a. Pre-EHPS conference workshop
 - Create flyer
 - Develop announcement strategy once title and facilitators have been confirmed – seek confirmation from Chair or Secretary
 - Announce and advertise opening of applications
 - Weekly reminders and marketing
 - Announcement of application extension (if applicable)
 - Advertise the workshop on twitter and facebook
 - Make announcements from end of workshop
 - Announce the workshop for the next year – August/September
 - b. Announcements around ‘Meet the Experts’
 - Create ‘Meet the Experts’ flyer
 - Develop announcement strategy once experts have been confirmed – seek confirmation from Applications manager
 - Make announcements once EHPS has accepted abstracts
 - Advertise on twitter and facebook
 - c. Committee member elections (happens around new year - March)
 - First announcing open for applications.
 - May need reminders.
 - Announcing voting.
 - Then announce winners.
- B. Create/ update Registration forms on google docs
 - a. Pre-conference workshop
 - b. “Meet the Experts”
- C. Help/support/contribute:
 - a. Other EC members where possible
 - b. Workshop and general team roles and duties
 - c. General team meetings
 - d. Winter meeting
 - e. Contribute to the annual report