

MnIPS Networking Events Committee Process and Activities

Created September 25, 2002, Sylvia Wiebe

Updated September 27, 2002, Bill McTeer (Add introductory paragraph)

This file contains a template description of the process and activities of the MnIPS Networking Events Committee from one person's perspective. It should be viewed as a starting point for the committee chair to organize the year's activities, not as a prescription for what has to be done. There are a number of tasks described here, but it isn't that much work if they are broken up among multiple committee members.

Networking events general information

Speakers:

Speakers for the networking events are chosen for their knowledge and expertise in search firms placing contract and full time staff. The current information they have regarding what jobs are out there in what technologies are the most helpful for people in transition.

Other topics that should be included are

- Interviewing skills
- Resume writing
- Success stories

Agenda for the event (tasks can be reordered as appropriate):

- Introduction
- 30 second commercial
- Success stories (meant to be short quick updates)
- Speakers
- MnIPS commercial
- Volunteer needs
- Wrap up

Below is a table containing a task list to be done for each event:

Task	Due
Work with Arrangements committee during MnIPS year to ensure room is reserved and refreshments have been ordered	Two weeks before actual meeting
Speakers are confirmed and they have information on when and where the meeting is held	As soon as possible but follow up and confirmation done two weeks before event
Advertising is completed and given to the appropriate people	Website – Day after past meeting or as soon as possible Newsletter – 25 th of each month of MnIPS year See below for further information on advertising
Send email invitation to mailing list and gather any responses from the mailing	Two weeks before event
Send second email reminder for the event	One week before event
Welcome attendees of events, make sure they are signed in and have refreshments and all questions answered	3:00 on day of event

Write-ups

Look at <http://www.mnips.org/doc/events.html> for examples of networking event write-ups.

Advertising

Website –

At the absolute latest, the bio and abstract and any other items (images) should be ready to be published on the WEB site the day after the previous months meeting. Information should be sent to the Webmaster by the program person for publishing. The Webmaster encourages publishing write-ups several months in advance.

After initial website publishing, agreed changes between the network event committee and the speaker submitted in a coherent form will be posted at the website. Posting of changes received from someone other than the program person may be delayed while the Webmaster gets an OK (this is discretionary - misspellings or minor modifications will be corrected.)

The Webmaster is not responsible for rewriting any information that is incomplete or incoherent.

The presentation should be ready to be placed on the WEB site the day after the meeting at the latest. You can also provide a link to another site or an email address where someone can request it.

Newsletter –

The bio and abstract should be submitted to the Newsletter by the 25th of the month previous to the month it will be published. Submissions should be in electronic form. A Word document is preferred but can be in the body of an email.