

Event Office

# Agenda

- Event organisation officer
- CAcert event
- Event organiser tasks
- Event organisation officer tasks
- Achived targets
- TODO
- Problems / Wishes

# Event Organisation Officer

- Mario Lipinski
- 23 years old
- Main occupation: Student of Computer Sciences at TU Braunschweig
- Secondary occupations: Team LANarena (server, website), multimedia presentations, web development (CSS, HTML, Mason, MySQL, Perl, PHP, Postgresql), systems administration for several small projects

# CAcert event

- A CAcert event is meant to be an event where CAcert or its community represents itself to the public or its community.
- Target
  - Acquire new members for the community (get them assured)
  - Assure existing community members
  - Also other purpose possible (e.g. education)

# Stages of an event

- 1) Proposal
- 2) Event organiser
- 3) Evaluation
- 4) Planning
- 5) Preparation
- 6) Event
- 7) Finishing
- 8) Finished

# Event organiser tasks

- Responsibility limited by one event
- Tasks:
  - location and booth planning
  - budget planning
  - organisation of material, resources, furniture, human resources, transport, accomodation
  - coordination of all the above
- Escalates to the event organisation officer

# Event organisation officer tasks

- Leader of the event office
- Centralised coordination of all events
- Support of the event organiser
  - Dokumentation on event organisation, material, consultant for event organisator
  - Management of the upcoming events list and the event archive (including reviews, fotos and videos)
- Interface to board, advisory and officers for event organiser

# Achieved targets

- Implemented event organisation officer as central point for events
- Keeping the events list up to date
- Announcements of events on the page
- Started documentation on the event office

# TODO

- Get software for event management (requirements written)
- Write event organisation policy
- Write event organisation handbook

# Problems / Wishes

- Problems
  - New structure not known/not accepted by established event organisers
- Wishes
  - Get event software
  - Input/Help from the community as event organisers and with the policy and handbook stuff

Thank you for your attention

and open for discussion