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## Organizing Committee Application Form

**ELSA Moot Court Competition Asia-Pacific Regional Round 2014**

**Application must be send to:** [**emc2.aprr2014@gmail.com**](mailto:emc2.aprr2014@gmail.com)

**\*Attached with is the job scope of each department for your reference**

**\*Find out more about EMC2 at** <http://www.elsamootcourt.org/>

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **IC No** |  |
| **Institution** |  | **Nationality** |  |
| **Academic Year** |  | **Gender** |  |
| **Phone No** |  | **E-Mail** |  |
| **Address** |  | | |
| **Skype ID (candidate are required to have skype ID)** | | |  |
| **Position Preferences** | Please C:\Users\Jamielin Jimmy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\YSEIJXU1\MC900072629[1].gif (you can tick more than one)   |  |  |  |  | | --- | --- | --- | --- | | Deputy Head of Committee |  | Accommodations |  | | Secretary |  | Publicity & Media |  | | Treasurer |  | Food & Beverage |  | | Public Relations |  | Logistic & Transportation |  | | Sponsorship Committee |  | Groundwork & Technical |  | | Academic Program |  | Ad – Hoc bureau |  | | Award & Ceremony |  |  |  | | | |
| **Do you agree to be appointed to other department?** | |  |  | | --- | --- | | Yes |  | | No |  | | | |
| **Do you have transportation?** | |  |  | | --- | --- | | Yes |  | | No |  | | | |
| **Are you a member of ALSA?** | |  |  | | --- | --- | | Yes |  | | No |  | | | |
| **Past Experiences** |  | | |

## Committee Job scope

\*Job scope given is the basic duties for each department. Committee may be required to help other department when needed

Director

* Act as the head of committee
* Oversee all the departments and the flow of the event
* Execute duties to the committee
* Representing the committee when dealing with ELSA

Deputy of Director

* Carry out all the duties of Director in his/her absence
* Act as a vice to the Director

Secretary

* Execute an action plan/timeline of the event
* Compile and record the minutes meetings as well as the progress of the event
* Prepare letters that is needed by all of the department
* Secretary Assistant

1. Assist secretary in his/her duties

Treasurer

* Manage all financial matters which includes financial reports, account, and expenses of the event

PR Department

* Head of PR Department

1. Marketing
2. Establishing relationship with other law faculties in persuading them to participate in this event
3. international and national communication

* Participants Management

1. participants welfare
2. inquiries

* Event Management

1. participants registration

Sponsorship Committee

* SC will need to make research of the prospect sponsors
* Dealing with the sponsors
* Look out for potential sponsors
* Creating proposals
* Meeting with the sponsors
* Obtain sponsorship

Academic Program Department

* Manage matters relating to moot competition

1. Panelists
2. Timekeepers
3. Flow of the pleading process
4. Drawing of pleading team

Award & Ceremony Department

* In charge of the planning
* Execute a plan (master plan and backup plan) with regards to the opening ceremony, closing ceremony and grand dinner
* Prepare emcee for the ceremony
* Prepare the program book (work together with Publicity and media department)
* Prepare doorgift/participants kit for participants and guests
* Prepare all the awards and souvenirs for participants and panelists
* Any buying receipts must be given to the treasurer for record purposes

Accomodation

* Prepare accommodations for the participants, panelists and representative from ELSA
* Make surveys for a reasonable price of accommodations
* Accommodations needed for:

1. 4 participants (suggested 4 person in one room)
2. Single room for panelists/representative from ELSA

Publicity & Media Department

* Dealing with designs and publicity
* Design name tag for committees and participants and panelists
* Design t-shirt
* Dealing with the media
* In charge of:

1. Advertising
2. Banner
3. Printing works
4. Work closely with PR department

Food & Beverage Department

* Dealing with food & beverage
* Plan the menu of the event for participants and guests (work together with award & ceremony department)
* The amount of food & beverage must be proportionate to the amount of participants and guests
* Survey and ask for quotation for a reasonable price of food & beverage

Logistic Department

* In charge of transportation of the participants during the events
* Work closely with the F&B Dep. as well as Accommodations Dep.

Groundwork & Technical

* Work closely with the other entire department especially Award & Ceremony Dep., Accommodations Dep, and Logistics & Transportation Dep.
* Survey and book the venue as well as the technical appliance needed such as projector, microphone, amplifier etc
* Prepare and control the use of technical appliances for the event

Ad – Hoc bureau

* Ad-Hoc bureau members’ tasks are flexible and have no specific scope of duty.
* Ad-Hoc members may choose to work under any department or may be assigned to any department as the circumstances requires.
* Recommended for students who are seeking new experiences in event management.