

Event Roles and Responsibilities Roster

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Context

This document has been produced as part of the larger Software Sustainability Institute Event Organisation Guide (SSI-EOG) project:

- [SSI-EOG on Read the Docs](#)
- [SSI-EOG on GitHub](#)

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Introduction

This event duties roster maps duties to roles at a medium-sized in-person workshop.

It is based on the agenda of the Software Sustainability Institute [Collaborations Workshop 2018](#) (CW18). CW18 was an in-person event so the event duties roster timetable reflects this. For online events, please see the Collaborations Workshop 2020 (CW20) [resource pack](#).

Role clarification

By 'organiser' we mean someone who is the Event Lead¹ or their designate who is part of the organising group of the event.

By 'local organiser,' we mean the key contact at or associated with the venue (either from an organisational perspective – i.e. they work there – or due to geographic location or existing working relationships). The local organiser could be part of the organising group of the event but they have a connection with the venue and are therefore likely to be more competent in performing certain duties due to their knowledge.

For your event if there are only 'organisers,' then you can replace instances of 'local organiser' with 'organiser' in the table in the next section.

¹ <https://event-organisation-guide.readthedocs.io/en/latest/eog/ideas-exploration-stage.html>

An example event duties roster timetable

Days before the event			
Time	Activity	Staff	Duty
		Local organiser(s)	Find wireless microphones to use in the lecture theatre.
		Event Lead or workshop lead facilitator	Set up a messaging group (e.g. WhatsApp) to allow all the organisers and helpers at the workshop be better coordinated.
On the morning of the event before registration opens			
Time	Activity	Staff	Responsibility
08:00 - 09:30		Local organiser(s)	Stick signs and guest WiFi on the walls.
		Organiser 1	Organise a badge table and sticker table.
		Organiser 2	Organise coffee reception.
		Organiser 3 & 4	Test recording equipment.
On the day of the event once registration has opened			
Time	Activity	Staff	Responsibility
09:30 - 10:00	Arrival & coffee	Organiser 2	Organise coffee reception.
		Organiser 1	Welcome attendees. Hand over badges and agenda. Also,

			provide directions for stickers, coffee and room.
		Local organiser 2	Help attendees with stickers for badges. Direct people to the lecture theatre at the end of the activity.
		Local organiser 1	Direct people to the lecture theatre at the end of the activity.
		Lead local organiser	Receive luggage to be stored in a safe place.
10:00 - 10:05	Welcome to the workshop	Workshop lead facilitator ²	Presenter. Mention Code of Conduct.
10:05 - 10:15	Local welcome to the location of the event	Lead local organiser	Speaker. Mention where toilets and food are located. Inform of any fire alarm tests planned.
		Local speaker	Welcome people and highlight some local aspects of note.
10:15 - 10:25	Introducing the Institute	Senior SSI speaker	Introduce the SSI, the organising group and give details on how to get the most out of the event.
10:25 - 11:00	Lightning talks 1	Workshop lead facilitator	Facilitate session.
11:00 - 11:30	Coffee break	Organiser 1	Direct people with special catering requirements to appropriate options.
		Local organiser 1	Direct people to the lecture theatre

² This is usually the Event Lead but it can be someone else.

		Local organiser 2	Direct people to the lecture theatre.
11:30 - 12:30	Keynote on one/more of the workshop themes	Workshop facilitator 1	Introduce the speaker.
		Keynote speaker 1	Speaker
		Local organiser 2	In charge of the second microphone to hand over to the audience for questions
12:30 - 13:30	Lunch	Organiser 1	Direct people with special catering requirements to their meals
		Workshop lead facilitator (could be organiser 2)	Look after attendees' belongings in the lecture theatre between 12:30 and 13:00.
		Organiser 4	Look after attendees' belongings in the lecture theatre between 13:00 and 13:30.
13:30 - 14:15	Keynote on one/more of the workshop themes	Session facilitator 1	Introduce the speaker.
		Keynote speaker 2	Speaker
		Local organiser 2	In charge of the second microphone to hand over to the audience for questions.
14:15 - 15:00	Panel Q&A 1 on one/more themes of the workshop	Panel facilitator 1	Invite panelists.
		Lead local organiser	Assist in assembling the stage for the panel.
		Local organiser 1	Assist in assembling

			the stage for the panel.
		Local organiser 2	In charge of the second microphone to hand over to the audience for questions.
15:00 - 15:30	Coffee break	Organiser 1	Direct people with special catering requirements to appropriate options.
15:30 - 15:40	Introduction to discussion session: topics and speed blogging	Session facilitator 2	Brief explanation of session.
15:40 - 17:10	Discussions groups and speed blogging	Organiser 1	Help people find their rooms and return to the lecture theatre after the session.
17:10 - 17:15	Introduction to parallel sessions	Session facilitator 2	Brief explanation of session.
17:15 - 17:50	Parallel sessions	Organiser 1	Help people find their rooms and return to the lecture theatre after the session.
17:50 - 18:00	Wrap up day 1	Workshop lead facilitator	Give information about tours and dinner. Let attendees know if they can stay in the room and ask for help cleaning.
18:00 - 18:45	Evening tour/Social activity	Local organiser 1	Lead participants on the tour/activity.
		Local organiser 2	Depending on numbers on the tour/activity, additional guides may be needed.
19:30	Workshop dinner	Organiser 2	Take care of any communication and

			coordination with the venue for the workshop dinner, including start and end time, special meals, access and as a go-to person for any issues during dinner.
Day 2 of the workshop			
Time	Activity	Staff	Responsibility
08:00 - 09:30	Morning Tour/Social activity	Local organiser 1	Lead participants on the tour/activity.
		Local organiser 2	Depending on numbers on the tour/activity, additional guides may be needed.
09:30 - 10:00	Arrival & coffee	Organiser 2	Set up coffee reception (e.g. open trays delivered by catering).
		Lead local organiser	Receive luggage to be stored in a safe place.
10:00 - 10:05	Welcome to day 2	Workshop lead facilitator	Presenter
10:05 - 10:45	Lightning Talks 2	Workshop lead facilitator (could be another session facilitator)	Facilitator
10:45 - 11:05	Sponsors talk slot	Workshop lead facilitator (could be another session facilitator)	Invite speaker.
		Sponsor speaker 1	Speaker
11:05 - 11:30	Coffee break	Organiser 1	Direct people with special catering

			requirements to appropriate options.
11:30 - 11.45	Introduction to group work session	Workshop lead facilitator (could be another session facilitator)	Explain how the session will work, e.g. any templates to use, best practice and other aspects (e.g. voting).
11:45 - 12:45	Group work session	Organiser 1	Help people to find their rooms and return to the lecture theatre after the session.
12:45 - 13:45	Lunch	Organiser 1	Direct people with special catering requirements to their meals.
		Workshop lead facilitator (could be an organiser)	Look after attendees' belongings in the lecture theatre between 12:30 and 13:00.
		Organiser 4	Look after attendees' belongings in the lecture theatre between 13:00 and 13:30.
		Organiser 1	Ask the lead local organiser to arrange any printing needed from earlier group work sessions. Organiser 1 can then put them up in the appropriate space/boards if needed.
13:45 - 14:30	Short talk on one or more of workshop themes (probably less spoken about topics up to now)	Workshop lead facilitator (could be another session facilitator)	Introduce the speaker.
		Short talk speaker 1	Speaker

		Short talk speaker 2	Speaker
		Short talk speaker 3	Speaker
14:30 - 14:40	Introduction to parallel sessions	Workshop lead facilitator (could be another session facilitator)	Presenter. Remind people about any actions from the groups' work session (e.g. voting if applicable).
14:40 - 15:15	Parallel sessions	Organiser 1	Help people to find their rooms and return to the lecture theatre after the session.
15:15 - 15:50	Parallel sessions	Organiser 1	Help people to find their rooms and return to the lecture theatre after the session.
15:50 - 16:10	Coffee break	Organiser 1	Direct people with special catering requirements to appropriate options.
16:10 - 16:55	Panel Q&A 2 on one/more themes of the workshop	Panel facilitator 2	Invite panelists.
		Lead Local organiser	Assist in assembling the stage for the panel.
		Local organiser 1	Assist in assembling the stage for the panel.
		Local organiser 2	In charge of the second microphone to hand over to the audience for questions.
16:55 - 17:05	Overview of collaborative ideas and speed blogs	Workshop lead facilitator (could be another session)	Presenter

		facilitator who might be more senior)	
17:05 - 17:20	Prize giving and closing remarks	Workshop lead facilitator (could be another session facilitator who might be more senior)	Presenter
17:30 - 18.15	Outdoors time in Alexandra Gardens	Local organiser 1	Guide
		Lead Local organiser	Return luggage to attendees.
Hack Day evening workshop session			
Time	Activity	Staff	Responsibility
18:30 - 18:45	Welcome talk	Workshop lead facilitator (could be another session facilitator)	Presenter. Tell people to be careful not to drop food on the floor.
		Organiser 1	Receive catering and coordinate with the Lead Local organiser on where it should be placed.
18:45 - 19:00	Technical choices	Technical facilitator	Facilitator
19:00 - 20:30	Pitch your idea	Workshop lead facilitator (could be another session facilitator)	Facilitator
20:30 - 21:00	Team formation	Workshop lead facilitator (could be another session facilitator)	Facilitator
21:00 - 21:10	Wrap up evening session formalities	Workshop lead facilitator (could be another session facilitator)	Presenter
21:10 - 22:00	Venue still available	Lead local organiser	Ask people to leave the venue at 22.00.

Hack Day			
Time	Activity	Staff	Responsibility
08:00 - 09:00	Rooms at venue available	Lead local organiser	Receive luggage to be stored in a safe place.
09:00 - 09:05	Overview	Workshop lead facilitator (could be another session facilitator)	Go over the agenda for the day.
10:30 - 11:00	Coffee break	Organiser 1	Direct people with special catering requirements to appropriate options.
11:00 - 12:00	Judges visit	Chair of judges	Coordinate the judges' work.
12:00 - 13:00	Lunch	Organiser 1	Direct people with special catering requirements to their meals.
13:00 - 14:30	Judges visit	Chair of Judges	Coordinate the judges' work.
14:30 - 15:00	Coffee break	Organiser 1	Direct people with special catering requirements to appropriate options.
15:20 - 16:20	Hack Day presentations and demos	Workshop lead facilitator (could be another session facilitator)	Facilitator
16:20 - 16:45	Deliberations based on the judging criteria	Chair of judges	Facilitate among the judges to reach decisions.
16:45 - 17:00	Prize giving and close of Hack Day	Workshop lead facilitator (could be another session facilitator)	Presenter
		Lead local organiser	Return luggage to attendees.

Post Workshop Housekeeping			
Time	Activity	Staff	Responsibility
17:00 - 18:00		Lead local organiser	Return luggage to attendees.
		Local organiser 1	Clearing up the venue.
		Local organiser 1	Clearing up the venue.
		Workshop lead facilitator	Clearing up the venue.
		Organiser 4	Clearing up the venue.

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