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## **2021 Doctoral College Conference Committee Recruitment Pack**

**Doctoral College Conference 22-23rd June 2021**

The Doctoral College champions the development of a healthy research culture where researchers can thrive, develop and connect with fellow researchers across disciplines. The Doctoral College Conference provides an excellent opportunity to build connections and celebrate the diverse range of research at Surrey. We are seeking enthusiastic committee members to drive the design, development and delivery of this flagship researcher event.

This is a fantastic opportunity to gain valuable transferable skills and experience in a supportive[[1]](#footnote-1) environment where you can enhance and compliment your academic achievement and broader employability.

Working together as a team the DC Conference Committee are responsible for all aspects of the conference, including:

* Developing a theme for the conference
* Identifying and inviting speakers
* Overseeing the call for and review of abstracts
* Organizing panels, workshops and poster presentations
* Maintaining a budget
* Promoting the event
* Arranging the venue and materials
* And more!

For all the roles we are looking for committee members who can demonstrate good team working skills, with solid communication, problem solving and organisational skills. Committee members will need to manage their time well to balance the commitments of being involved in the committee with their research commitments. The specific committee roles include:

**Chair**

The Chair will provide leadership and create a supportive environment where the Committee can work effectively as a team. They will provide oversight, ensuring that committee members are aware of their obligations, encouraging full participation during meetings, facilitating open discussions and effective decision-making. The Chair will assess progress against plans and support committee members as necessary.The Chair acts as the main point of contact between the committee and the Doctoral College Management Team. They will be asked to produce a short report on the conference highlighting any areas for improvement. The Chair is likely to be either an Early Career Researcher or a Postgraduate Researcher who has completed at least 12 months of their PhD.

**Vice Chair**

The Vice Chair’s role will be to support the chair of the committee, to oversee all committee activity and to bring any issues or queries to the Doctoral College Management Team in a timely manner.

They will be responsible for co-ordinating the recruitment and management of conference volunteers such as, abstract reviewers, conference chairs, and session judges. They will assist the chair in preparing and presenting the final report. Ideally, the Vice Chair will be either an Early Career Researcher or a Postgraduate Researcher who has completed at least 12 months of their PhD.

**Secretary and Financial Officer**

The role of the Secretary is to support the Chair and Vice Chair in ensuring the smooth functioning of the Committee. They will ensure meetings are effectively organised and will be responsible for taking and producing minutes to record all decisions made by the committee. In addition, this role will oversee all financial aspects of the Doctoral College Conference. They will manage and track expenditure and ensure this information is regularly reported to the rest of the committee, ensuring the conference is delivered within budget.

**Programme Officer**

The Programme Officer(s) will be responsible, in conjunction with the rest of the committee, for generating ideas for the theme for the conference, ideas for keynote speakers and workshops. They will also be responsible for managing registrations for the event and co-ordinating the submission and review process of abstracts.

**Marketing and Communications Officer**

With a creative flair, the Marketing and Communications officer will be responsible for the promotion and marketing of the conference. They will manage communications around conference registrations, calls for papers and will be responsible for generating and updating website and social media content. They will also have a responsibility, working with the marketing department, to produce a high quality, professional booklet for the event.

**Committee Members**

In addition to the specific roles above, we are seeking committee members to join the team and support the work of the above-named posts to help share the load and ensure the successful design and delivery of the DC Conference.

These are professional roles designed to enhance members’ CVs by offering the opportunity to organise a high profile, interdisciplinary conference. The expectation is that all committee members will support each other and share work evenly. It is essential that all members of the committee behave in a professional manner and demonstrate mutual respect in all interactions and communications relating to committee business.

**Want to know more?**

We will be running an informal zoom information session on **Friday 27th November 11.30-12.00**. This will give you the opportunity to find out more about what is involved and to ask any questions you may have. Attendance is optional. Please register via this [link](https://surrey-ac.zoom.us/meeting/register/tJ0rdu2hqTotGNcqLBSmWLoBRsOuXsH2koR1)

You can also contact us by email: doctoralcollege@surrey.ac.uk

**How to Apply:**

Complete the application form and return it to doctoralcollege@surrey.ac.uk no later than **10:00AM** on **Weds** **9th December 2020**.

**Interviews:**

Interviews will be held via zoom and during the following times:

* Tues 15th Dec 2-4pm
* Thurs 17th Dec 2-4pm
* Friday 18th Dec 10am-12noon

**Date of First Committee Meeting:** The Doctoral College Conference Committee will hold their first meeting on **Friday 8th January 11am**.

**Overview of the DC Conference Recruitment Timetable:**

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| **Date** | **Activity**  |
| 16 November 2020 | Launch of DC Conference Committee recruitment process  |
| Fri 27th November 11.30 – 12noon | Informal Information Session to find out more about involvement in the committee – register using this [link](https://surrey-ac.zoom.us/meeting/register/tJ0rdu2hqTotGNcqLBSmWLoBRsOuXsH2koR1)   |
| **Weds 9th December 2020 10.00am UK Time** | **Deadline for Applications submitted to** doctoralcollege@surrey.ac.uk |
| Tues 15th Dec 2-4pmThurs 17th Dec 2-4pm Friday 18th Dec 10am-12noon  | Interviews scheduled to take place via Zoom *(Interview panel Mike Rose RDP Training Officer, DCC Committee 2020 Member and Emma Francis, Careers and Employability Consultant)* |
| w/c 21st Dec  | Communication of outcome of interviews |
| Fri 8th January 202111.00-12.00 | First DCC Committee Meeting |
| Tuesday 22nd & Weds 23rd June  | 2021 Doctoral College Conference |

1. The DC Conference Committee Team is supported by one the DC Careers Consultants. [↑](#footnote-ref-1)