BPS/EC/2023-'24/47
12 September 2023

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**Birla Public School, Doha – Qatar**
**Circular for Grades X to XII**

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Dear Parents,

**Subject: <u>Student Volunteers' Selection for TEDxBirlaPublicSchool - 2023</u>**

We invite students from Grades X to XII to participate in **"TEDxBirlaPublicSchool 2023"** as **Event Volunteers.** The event will be held on Friday, 27 October 2023.

TEDxBirlaPublicSchool is an event organized by the school, inviting some of the most influential individuals to share and spread their ideas. We hereby provide our students with the opportunity to volunteer for the event and be a part of the prestigious event as a member of the organizing team. The volunteer students will receive a mention in his/her recommendation letter.

The areas/committees wherein the student may volunteer are as follows:

**<u>Committees</u>**

- **Event Design Committee**: This committee is responsible for creating the overall visual and aesthetic design of the TEDx event. They work closely with other committees to ensure that the event theme is reflected in the stage design, lighting, and other visual elements.
- **Invitation Committee:** This committee is responsible for preparing the invitation and inviting the guests to the event.
- **IT Committee**: The IT Committee is responsible for all technical aspects of the TEDx event. This includes assisting in maintaining the sound and video systems, running the website, assisting in the management of the live stream of the event, ensuring that all technology is functioning properly throughout the event. They work closely with other committees, especially the marketing committee to ensure that all technical needs are met.
- **Hospitality and reception Committee**: The Hospitality Committee is responsible for ensuring that all attendees, speakers, and volunteers feel welcome and taken care of at the event. They coordinate transportation, refreshments for speakers and guests, as well as providing information and assistance to attendees throughout the event. They are responsible for the reception and registration of all attendees.
- **Photography Committee**: The Photography Committee is responsible for capturing and producing high-quality video / photo during the TEDx event. They work closely with the IT and Marketing Committee to ensure that all video equipment is set up and is functioning properly on the day of the event. This committee will provide the content for the media.
- **Marketing Committee**: The Marketing Committee is responsible for promoting the TEDx event and generating interest and excitement among potential attendees. They coordinate social media campaigns, create promotional materials, and work closely with other committees to ensure that the event is well-publicized and attended.

- **Speaker Support Committee**: This committee will support the screening of the speakers. It is responsible for ensuring that all speakers and anchors feel prepared and comfortable during their TEDx talks. They work closely with speakers to ensure that their presentations are on-topic and effective, and they provide assistance with audiovisual equipment and other technical needs.

## Key Facts

➢ Applications will be accepted only from students of BPS Grades X - XII.

➢ A student can select only **ONE** committee.

## Mode of Selection: -

**Round 1** - Evaluation of the Application Form

**Round 2** - Personal Interview with shortlisted students

## Criteria for Selection/Evaluation: -

**a. Skills and Experience**

**b. Communication Skills**

**c. Leadership Qualities**

**d. Conduct and Discipline**

Please note - Selected students will be contacted for training and further proceedings prior to the event, hence commitment and extra efforts are prerequisites for the application.

Interested students should submit the application form on or before **Thursday, September 14, 2023,** through the following link: https://forms.gle/Km18siBi5rbG6Z1x5

We look forward to your participation and support towards the event.

**For further queries contact:**

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