# SOP 6 - IWG National Seminar Organisation

## AIM

The IWG National Seminar is both a showcase of indigenous woodturning and an opportunity to be influenced by new trends and techniques from around the world. It is the highlight of the Guild’s year and is by far the most expensive activity undertaken by the Executive Committee, thus requiring huge investment in money, time, and organisation.

The Seminar should be organised by a Seminar Co-ordinator, appointed by the Executive Committee, who, in turn, liaises with the officers of the Executive Committee to manage the running of the event.

## CHOOSING A VENUE

It is anticipated that the Seminar is held in a single venue, providing demonstration rooms, a trade room, competition display, meals and accommodation for demonstrators and delegates alike.

The same venue should, if possible, be used for two years in succession.

The locations of the venues should be varied across the country of Ireland when making the choice every second year.

Choosing a venue should be achieved by requesting that all requirements can be supplied by the venue and is, hence, inspected by the Seminar Co-ordinator and at least one Executive Committee member to confirm suitability.

## CHOOSING DEMONSTRATORS

The IWG National Seminar should host at least 5 main demonstrators over the duration of the weekend.

Demonstrators should be chosen from both the island of Ireland and outside Ireland. It is normal practice to seek a demonstrator from Great Britain, Continental Europe and the United States, but this is not compulsory. Travel expenses may be considered when choosing a demonstrator from a long distance.

Styles and techniques of the demonstrators should be varied where possible and a balance should be sought to cater the needs of the attendees of the seminar, i.e. novice, intermediate and advanced.

The choosing of the demonstrators should be shortlisted and finalised by the Executive Committee at least 10 months prior to the Seminar and they are, thus, invited by the Seminar Co-ordinator. Once availability and willingness to participate is ascertained the Demonstrator Contract may be sent and agreed upon.

## SETTING PRICE OF SEMINAR

Using all the expenses quoted from the venue, demonstrator expenses and Executive expenses a price should be calculated and recommended to the Executive Committee by the Honorary Treasurer and Seminar Co-ordinator. The costing of the Seminar should be based on a feasible number of delegates attending, with a breakeven point at least being sought, but also giving the best deal to the members. **The National Seminar should neither be run for profit nor a loss.**

## RUNNING THE SEMINAR

The Executive Committee is responsible for running the Seminar and all members must be prepared to assist in any number of roles over the weekend. Setting up demonstration rooms, setting up competition displays, registration of delegates, registration of competition entries, public relations, assistance to delegates, cleaning up after demonstrations, returning the venue to its original state on Sunday are but a few jobs that must be done over the few days.

A local Chapter may be enlisted in assisting over the weekend. Members may be required to assist in set-up, camera operation and clean-up over the weekend. Such members giving up their time should be given meals at the Executive Committee’s discretion.

A bus tour should be organised by the local Chapter for the Saturday of the Seminar for spouses and guests of delegates.

## SEMINAR CO-ORDINATOR

A member of the Executive Committee or an ordinary member of the IWG may be co-opted to the role of Seminar Co-ordinator. This Seminar Co-ordinator has the sole responsibility that all work and duties are carried out prior and during the event but is not responsible to carry out every job.

The following is a list of possible jobs that should be completed prior to the beginning of the Seminar. **NOTE; This list is not exhaustive.**

1. Liaise with the hosting venue, ensuring everything is in order prior and during the seminar.
2. Set a pricing structure for the seminar and ensure advertising is placed on all IWG media outlets.
3. Liaise with demonstrators, ensuring contracts and all relevant information is gathered.
4. Ensure Journal Editor and Web Master has all demonstrator information.
5. Ensure raffle permit is sought and raffle tickets are distributed to Chapters.
6. Liaise with Registration Officer for the Seminar.
7. Ensure a bus tour is organised by the local Chapter.
8. Liaise with all trade stands, ensuring their attendance and requesting any assistance they may give.
9. Ensure lathes and other machinery can be supplied and installed for the seminar.
10. Ensure all materials required by demonstrators are acquired.
11. Devise a timetable of demonstrations and ensure it is included in the Seminar brochure.
12. Ensure meal tickets and Seminar brochure is printed and supplied to the Registration Officer at least a week before the Seminar.
13. Ensure a work schedule is supplied to volunteer camera operators where needed.
14. Ensure areas are designated for each Trade stand at the hosting venue.
15. Ensure the competition display area is set up, with spaces designated for each section.
16. Ensure a Competition Co-ordinator is assigned and a facility to photograph all entries is supplied.