



Opportunity for Medical Students to Get Involved! **VIC Pre-Internship Conference 2017**

The Pre-Internship (PRINT) Conference is the **premier academic event** for graduating medical students. It is an innovative medical education initiative designed to equip final years with the necessary practical tips & skills needed before their first year as junior doctors. Last year, the Conference was supported by the Postgraduate Medical Council of Victoria (PMCV). The PRINT Conference is held annually in Melbourne, Sydney & Brisbane, organised by volunteer medical students & junior doctors based in each city. To learn more about the PRINT Conference, click [here](#).

The two-day event is set to be held on Saturday 21 and Sunday 22 October 2017 in Melbourne. For more information about last year's Conference, please click [here](#).

Based on excellent feedback from past events, we are excited to open applications for a number of positions within the VIC PRINT Conference 2017 Committee. Apply now to join our organising team!

This is a unique opportunity for medical students to learn more about teamwork & event organisation; improve their leadership skills; network with like-minded individuals, high profile speakers and key decision-makers in the health industry.

Each state-level organising team will consist of:

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| - 1 x Convenor (junior doctor) | - University Representatives |
| - 2 x Academic Officers (junior doctors) | - National IT Manager |
| - 1 x Logistics Officer | - National Publications Manager |
| - 1 x Sponsorship Officer | - National Treasurer |
| - 1 x Promotions & Social Officer | - National Project Managers |

Please read the following pages for more information regarding **available roles, expected time commitment, desirable characteristics & how to apply**.

Note: a detailed handover will be provided by past organisers for each position as well as ongoing support by the Convenor and National Team where needed.

Available Roles

1. Logistics Officer

Time commitment: approximately 4 hours per week

Ensure the smooth running of the event. Tasks include:

- a. Obtain quotes and selecting a suitable venue for the 2017 Conference
- b. Work closely with University Representatives and event volunteers for logistical support on the day where needed e.g. workshop allocations & flow
- c. Oversee the global logistics for venue and for Conference materials needed
- d. Work closely with the National Publications Manager in preparing accurate and detailed information for delegates via the conference handbook

2. Sponsorship Officer

Time commitment: approximately 3 hours per week

Responsible for maximising income from external partners, ensuring delegates are able to attend the conference at a highly subsidised price. Tasks include:

- a. Liaise with past/existing sponsors and identifying new sponsors
- b. Negotiate packages based on sponsor requirements
- c. Work closely with the National Publications & IT Managers to ensure that sponsors' requirements are met (e.g. logo inclusion, advert insertion)
- d. Work with the Promotions Officer in sourcing prizes for giveaways

3. Promotions & Social Officer

Time commitment: approximately 4 hours per week

Responsible for brand awareness, engagement & advertising. Tasks include:

- a. Work closely with the University Representatives to ensure all graduating students across the 4 Victorian universities are aware of important dates
- b. Organise the promotions timeline including competitions & delegate emails
- c. Work closely with the National Publications & IT Managers in brand awareness, posting announcements/updates prior to & during the event
- d. Choose a suitable venue for the Conference's social function

4. **National Publications Officer**

Time commitment: approximately 3 hours per week

In charge of branding/theming for all 3 PRINT Conferences, on a national level. Experience using Photoshop/InDesign or similar is essential. Tasks include:

- a. Oversee the visual aspects of the event in various cities
- b. Work closely with relevant team members in designing current promotional content e.g. banners, posters, social media images
- c. Responsible for branding/formatting/design of all other Conference materials (invitation letters, delegate handbook, sponsorship & partnership prospectus). NB: existing publications can be used/updated

5. **National Treasurer**

Time commitment: approximately 3 hours per week

Oversee budgets for all three Conferences by working closely with the local Convenors and Logistics Officers, record expenditure & ensure accounts are accurate, inspect quotes/receipts, issue sponsorship/partnership invoices & provide reimbursements for personal expenses where applicable

6. **National Project Managers**

Time commitment: approximately 3 hours per week

Responsible for overseeing a particular project or initiative, based on your area of interest. Please indicate your preferred project, from the following examples:

- Collection of short videos for clinical/procedural skills
- Internship guides & resources
- Pre-Internship Transition Checklist
- Survey gauging preparedness for internship
- Initiatives focusing on mental health & wellbeing of students and trainees

Eligibility

- Any medical student currently enrolled in a medical course at a Victorian University is able to apply to join the team
- “Convenor” and “Academic Officer” positions will be filled by junior doctors

PRINT CONFERENCE

Desired Characteristics & General Expectations

- Strong interest in improving medical education
- Ability to work independently as well as within a team environment
- Good communication & interpersonal skills
- Previous (or current) leadership experience desirable, although not essential
- Commitment to project (meet deadlines, attend team meetings regularly)
- Time commitment is an estimate, with the understanding that more time may be required closer to the event
- Attend the Conference on the day (free ticket provided), to help with logistics

Up-skilling & Support

- Detailed handover for each position will be provided
- All team members will be working closely with the local Convenor. The National Team (composed of junior doctors) will provide advice & guidance needed
- There will be opportunities to attend events/workshops by partner organisations, and chances to participate in research/conference presentation & publication

How to Apply

- Please click on [this link](#) to access the online application portal
- Candidates may apply for a maximum of 2 positions
- Each applicant will have to address the following:
 - Briefly, **why you would like to be part of the Victorian PRINT Conference Organising Committee 2017**
 - **Your vision for your chosen role(s)**
 - **Any relevant past/current leadership experience**
- Please also upload a copy of your CV
- This is a merit-based process & applicants will be de-identified
- **Deadline to apply: 10 July 2017**



We look forward to receiving your application! Please email us (melbourne@printconference.com.au) if you have any questions about the positions or would like more information before applying!

