



## Opportunity for Medical Students to Get Involved! NSW-ACT 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 Health Education & Training Institute (HETI) and NSW Health. The PRINT Conference is held annually in Sydney, Melbourne & 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 28 and Sunday 29 October 2017 in Sydney. 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 NSW-ACT 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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| - <b>1 x Convenor</b> (junior doctor)           | - <b>University Representatives</b>    |
| - <b>2 x Academic Officers</b> (junior doctors) | - <b>National IT Manager</b>           |
| - <b>1 x Logistics Officer</b>                  | - <b>National Publications Manager</b> |
| - <b>1 x Sponsorship Officer</b>                | - <b>National Treasurer</b>            |
| - <b>1 x Promotions &amp; Social Officer</b>    | - <b>National Project Managers</b>     |

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 8 NSW & ACT 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 NSW or ACT 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 NSW-ACT 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 ([sydney@printconference.com.au](mailto:sydney@printconference.com.au)) if you have any questions about the positions or would like more information before applying!

