

Checklist for TC local hosts

The FIRST community is member driven, and we appreciate members that would like to contribute. Thank you for considering hosting a TC. It usually take 4-8 weeks for the FIRST board to authorize an event, therefore we strongly encourage potential local hosts to contact FIRST Secretariat at least 16 weeks prior to the conference date, regardless of whether the details of the event are ready or not.

If you have questions, please contact the FIRST Secretariat, first-sec@first.org

FIRST can assist with:

1. Communications to Teams about the event
2. Program
 - FIRST can help find speakers. The host has the final word on the program of course.
3. Training (See #2 Below)
4. Website/Registration Form (See #7 Below)

Host Team Responsibilities:

1. Date and Location
 - Set a date and find a venue/location. Try to look for low-cost places or consider charging an attendance fee, or getting a sponsor for the event.
 - Remember to report the maximum number of attendees so we can close the registrations in time
 - The venue has to have Internet access and electrical outlets (power cords).
 - Please try to avoid collisions with other events in your region.
2. Format
 - TCs are often 1-2 days in plenary format (one single room)
 - You may add training (half day or full day sessions held in a classroom setting in smaller groups of 15-25 participants).
3. Accommodation
 - You do not need to make any arrangements with hotels, but it is a good idea to suggest reasonably priced hotels close to the venue, or close to public transportation
 - If there is a special booking process for the hotel, please notify first-sec so they can update the web site.
4. Food & Beverage
 - Host should provide 1-2 coffee breaks for attendees.
 - If there is no registration fee, it is OK to have the attendees fetch lunch on their own. TCs charging a registration fee should consider providing lunch inclusive in registration fee
 - You may choose to organize a dinner/social event, but this is not expected. A dinner could be sponsored, or paid for by the attendees.
5. Attendees
 - The local hosts decides whether the event is open to FIRST members only or to invited guests or open to anyone. This should be decided early as it influences both the speakers and the registration.
6. Registration
 - Onsite Check-In Staff (if required, small events normally don't have this)
 - Registration List and Badges
 - Programs/Agendas
 - Certificates of Participation (for those that require this)
7. FIRST will need the following information for the website
 - Venue address and map
 - Travel Information Tips (taxi vs. public transportation from airport, VISA requirements)
 - Hotel Information (see #3 Accommodation)
 - Area Information (Currency, Electricity, Points of Interest)
 - Program/Agenda - can be updated as speakers/topics are confirmed
 - Social Event details and cost if this is organized
 - Host/Sponsor logos and links

The local host is welcome to invite sponsors to cut the costs.