

ISCEX Committee – Function

The ISCVEx committee is a sub-committee of the ISCVE council and is made up of ISCVE members who have been proposed by ISCVE council.

It is the role of the ISCVEx committee to work with the Secretariat to organise the ISCVE's annual exhibition and seminar day on a date to be agreed by Council.

They shall be responsible for:

- Working to a budget.
- Sourcing suitable presenters and agreeing content of seminars.
- Sourcing venue and negotiating rates.
- Arranging catering requirements.
- Arranging design and print of marketing material.
- Publicising the event to members and the sound industry via means such as press, internet and social media .
- Confirming bookings for exhibitors, seminar delegates and other visitors.
- Arranging Public Address and loop amplifier support for the seminars.
- Designing floor plan for exhibition.
- Creating name badges for all visitors.
- Supplying ISCVE literature for the day.
- Arranging and fixing posters.

The committee shall aim for the event to make a profit for the ISCVE.

The ISCVEx committee chairman shall work with the committee members to ensure that the committee meets its obligations to the council.

The ISCVEx committee chairman, who shall be the spokesperson for the committee, shall inform the council of the committee's plans and actions by providing a report on its progress to the council on a regular basis and at least at the two council meetings immediately preceding the next event.

The ISCVEx committee shall seek the guidance of council in any issues it thinks might be controversial.

The ISCVEx committee is responsible in all of its actions to the ISCVE council.