**SOP - Technicals Department**

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Greetings and welcome to the **Guidelines and Standard Operating Procedures (SOP)** for the Technicals Department at IITM Paradox. In addition to elucidating the departmental structure, this document serves as a definitive guide, outlining precise guidelines, streamlined processes, and exacting expectations for both the organizers and participants engaged in our distinguished array of events.

# Department Introduction:

The Technicals Team is committed to fostering innovation, collaboration, and technical excellence. Our mission is to curate and execute outstanding technical events that inspire, educate, and engage our community. We aim to create a platform for learning, networking, and showcasing the latest advancements in technology. We ensure that all the technical events being organized are of high quality, making sure that it covers a variety of audience, from beginners to advanced learners in our field.

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# PRE - EVENT SELECTION

## Proposal Submission:

* Submit your proposal, create a copy of below mentioned event proposal and mention all the relevant details applicable for your event. Prevent using any automated AI tools like GPT and focus more on understandability and readability.
* Event Proposal Format : [Event Proposal Format](https://docs.google.com/document/d/1t-UH18ijE6wy-sqAm8TosVlMbcjhfmJ-kVy8ulsgpU4/edit)

## Short Listing Events:

* A two-step filtering process:
  + Step 1: Initial screening based on proposal content.
  + Step 2: Interview shortlisted proposals for feasibility and capability assessment.
* Expectations -
  + A clear vision and expectation.
  + A realistic goal and action Plan
  + Problem Solving approach and clear communication
  + Dedication

## Event Allocation:

* Event allocation will be based on the evaluation of proposals and interviews conducted by the Technicals Department.
* In instances where multiple teams propose similar or identical events, the selection of the organizing team will depend on an examination of their track record and an interview of the organizing team.
* Event organizers cannot participate in their own events.
* A clear goal that closely relates to the Technicals Department should be infused into events to guarantee a beneficial and significant conclusion.
* To organize an event in Paradox, the team should have someone with prior experience organizing events in Saavan, Margazhi, or Paradox or they need to be recommended by someone holding a position and they will be accountable for their performance.

# POST - EVENT SELECTION and ALLOCATION:

Make sure you have a dedicated POC for Marketing & Promotion, Sponsorship and Outreach & Hospitality. One person can look into multiple departments and act as its POC though it’s recommended to have one person one responsibility for ease of doing.

## Event Logistics:

### Streaming Permissions:

* If the event organizers want to live stream their events, they should inform the Technicals Department beforehand as soon as possible.
* The streaming details shall be provided by the Technicals Department, once requested.
* Strict prohibition against streaming events on platforms unauthorized by the Technicals Core Team.

### Communication Guideline and Hierarchy:

* Each event team under Technicals will be assigned a volunteer from the core team side who will be the point of contact for all requirements related to that particular event. Moreover every requirement needs to be informed to the Technical department via mails. This is to ensure smooth facilitation and quick resolution of queries and problems.

### Equipment Responsibility (Offline Events):

* Organizers of offline technical events are accountable for the collection and return of equipment to the Technicals Core Team.
* The organizing team is obligated to cover any damages incurred to the equipment, as the Technicals Core Team assumes no liability for such damages. The Technicals team will ensure equipment quality before the event and expect it to be returned in the same condition.

### Venue and Timing :

* Venues for technical events will be allocated within specified time slots.
* Organizing teams are responsible for the preparation of venues, and events must be conducted promptly within the provided timeslots, without delays.
* Must keep the venue clean and use it with responsibility.

### Data Management:

* Google forms must not be distributed to potential participants before the event. All registrations are to be conducted solely through the Paradox/Margazhi/Saavan website.
* The Event head must effectively manage the data of participants and team members.
* The event heads must adhere to the format specified by the core team for all data collection, if directed for data collection, by Departmental Core to do so,
* The event heads will be solely responsible for collecting and maintaining the data of the participants in their respective event, only if directed by Departmental Core to do so,

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## Finance and Accounting:

* Accepting money through any mode other than Official Paradox Finance account is strictly prohibited and any violations will result in the event being canceled immediately and the organizing team being reported to the POD.

## Sponsorship:

* Event organizers may seek potential sponsors independently if they want only after prior approval from the Technicals team. Any violation of this will result in severe repercussions.
* Organizers must inform the Technicals Department about prospective sponsors.
* All communications with sponsors must be approved by the Department first and will only be via official Paradox Channels.
* Event organizers must not engage in any talks with sponsors before approval.

*The technicals Department reserves the right to cancel the event and bar the organizers from organizing future events for any reported violations.*

## PR, Design, Media and Marketing:

Multimedia Department -The Paradox Multimedia team is solely responsible for **creating and distributing all design, content promotions, and related materials.**

Multimedia Department SOP - [SOP & Guidelines - Multimedia(PR, Design & Media) | Paradox’24](https://docs.google.com/document/d/1AT0tfeL1svqXrme2G9YOXAYOAMJzDcv_5CDnxeyUTOk/edit)

Kindly go through the SOP for a clear understanding of PR, Design & Media guidelines of Paradox.

*In any circumstance, no event head is allowed to approach anyone from multimedia team*

**Promotions Assistant Guidelines:**

1. Request Process for Marketing Assistance:

* The Event Head appoints a Point of Contact (POC) from their team to liaise with the volunteer assigned from the Technical team.
* The POC will exclusively contact the Marketing Head for all promotional requests and assistance. **Direct requests to the multimedia team are prohibited**.
* All promotion and content creation requests must be submitted through the designated Google Form. This form should include details such as deadlines, specific requirements, and any other pertinent information.

2. Promotion Execution:

* The organizing team can do promotions for their event, but any promotional materials must be approved by the Technicals Department before dissemination.
* The approval request for promotional materials should be submitted at least **24 hours** before the intended promotion.

3. Content Creation Assistance:

* Requests for assistance in content creation (captions, design posters, etc.) should be submitted by the POC via this [GOOGLE FORM](https://forms.gle/57hcDrvimJq4Eyfi9) at least **48 hours** before the intended deadline.
* The POC can track the progress of their requests through the provided [Marketing Request Form (Responses)](https://docs.google.com/spreadsheets/d/1CLox54I_VDjoOjLIMteHueMEwUV-EDVrhFI2KzOpTY8/edit#gid=567713849)

4. Approval Process:

* All promotional requests will undergo a thorough approval process to ensure alignment with Technicals' standards and guidelines.

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## Outreach and Hospitality:

1. Request Process for Outreach and Hospitality:

* Event POCs can request the involvement of judges, speakers, or any external entities related to outreach and hospitality through a designated Google Form.
* The POC will communicate directly with the Outreach and Hospitality Super-Coordinator for all requests.

2. Request Details:

* Requests should include details such as the type of involvement needed (judges, speakers, etc.), specific requirements, and any preferences if applicable.
* All requests must be submitted at the earliest for proper arrangements.
* If the team wants to reach out to guests, they must get the approval beforehand from the Technicals. Any material that they would like to send out to the person they’d invite, would need to be approved by the team as well.

3. Confirmation and Logistics:

* The Outreach and Hospitality Super-Coordinator will confirm the availability and details with the POC.
* Logistics and necessary arrangements will be coordinated between the Outreach and Hospitality Super-Coordinator and the relevant event POC.

4. Tracking and Communication:

* POCs can track the progress of their outreach and hospitality requests through the provided Outreach Request Form.
* Regular communication between the POC and the Outreach and Hospitality Super-Coordinator ensures smooth coordination and execution of the requested activities.

# POST EVENT

## Participation Certificates:

* Certificates will exclusively be awarded to Event organizing team members demonstrating active involvement in the events.
* Continuous evaluation of tasks performed by the event team will be monitored and the certificates shall be awarded only if the work done is found up to the mark and benchmark set by the Technicals Department.

# GENERAL GUIDELINES :

* For any matters not covered in this document or any necessary changes, the Technicals department has the full authority to make decisions, and their decisions shall be considered final. Each Update will be communicated via Email to the Event head and in the communication Groups.
* Organizers are expected to maintain a professional and respectful demeanor at all times. No Event Organizer’s offensive or abusive behavior towards the Technicals Core Team members or the fellow organizers or participants will be tolerated and strict & appropriate measures will be taken against the event organizer. The Technicals department reserves the right to cancel the proposed event in light of any such misconduct and blacklist the event organizer from conducting any future events.
* Any person holding any POR isn't allowed to be part of the organizing team in any capacity.
* Event Organizers are not allowed to participate in their own proposed event.
* Late submission of documents by the event organizing team or any violation of deadline will not be entertained.
* Mailing participants from Society/ personal/ Club ID’s is strictly prohibited and any violation will result in the event being canceled.
* Prior commitments, if any, by the organizing team must be reported to the Technicals Department Team beforehand in person via email.
* In cases of incompetence demonstrated by organizers, the technicals Core Team retains the authority to cancel events at their discretion.

***Organizing teams discovered in violation of this policy will be subject to appropriate consequences. The rulings of the Department Core and Paradox Secretary are absolute and irrevocable. These roles wield discretionary powers.***

*This Standard Operating Procedure undergoes regular updates.*

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# Contacts

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