

## **Administration Department Description**

### **1. Core Responsibilities:**

- **Scheduling and Coordination:** Plan detailed event schedules and timelines, coordinating with various departments to ensure seamless execution.
- **Permissions and Formalities:** Handle permissions from college authorities, manage documentation, and ensure compliance with institutional policies.

### **2. Technical Skills Required:**

- **Communication Tools:** Proficiency in digital communication tools like Slack, WhatsApp, or MS Teams for inter-departmental coordination.

### **3. Soft Skills Required:**

- **Effective Communication:** Clearly and professionally communicate with team members, stakeholders, and participants.
- **Teamwork and Collaboration:** Work collaboratively with other departments, recognizing the shared responsibility for event success.
- **Problem Solving:** Demonstrate quick thinking and adaptability to handle unexpected challenges or last-minute changes.
- **Time Management:** Manage multiple tasks simultaneously, especially under tight deadlines.

### **4. Skills/Perks Gained:**

- **Event Management Skills:** Gain hands-on experience in organizing and managing large-scale events, enhancing both portfolio and resume.

### **5. Example Tasks:**

- **Securing Permissions:** Interact with the college's administration to determine necessary permissions to meet other departments' requirements.

### **6. Target Audience:**

- **Other Departments:** Collaborate with departments like Marketing, Technical, and Marketing for seamless event integration.
- **Faculty and College Authorities:** Secure permissions and approvals, ensuring adherence to institutional guidelines.

## **Digital Creatives**

Digital Creatives Department – AKA the ultimate hype crew for Taqneeq 17.0! We're the ones making your feed pop, your stories scroll-stopping, and every single post scream, "you gotta be here!" From visuals that slap to captions that hit just right, we're here to serve all the vibes and keep you hooked. Think of us as the meme lords, design geeks, and vibe curators who make Taqneeq feel like a whole new world. So get ready for the glow-up of the century – because when it comes to digital, we go extra on everything!

### **Core Responsibilities:**

1. Social Media Content - Create engaging and eye-catching posts and stories for our Instagram page.
2. Merchandise Designing - Design badges, t-shirts, and other merch in collaboration with other departments.
3. Promotional Materials - Design posters, banners, and other visuals for online/offline marketing.

### **Technical Skills Required:**

Proficiency in any one of these would work:

1. Photo Editing Software - Canva, Figma, Photoshop, Illustrator
2. Video Editing Software - Premiere Pro, After Effects
3. 3D Animation - Blender
4. Graphic Design Sense - An understanding of basic typography, layout design, color theory, etc.

### **Soft Skills:**

1. Communication Skills - Be able to convey your ideas in a concise and put-together manner.
2. Collaborative Work - Ability to work in a team and effectively contribute to common projects.

### **Skills/Perks Gained:**

1. Portfolio Building - Create real-world projects to showcase in a professional portfolio.
2. Technical Proficiency - Gain hands-on experience with industry-standard design software.
3. Networking Opportunities - Collaborate closely with supervisors, peers, and other departments like SMCW to amplify reach and impact.

Example Tasks: Executives in Digital Creatives can expect to work on tasks such as:

1. Creating a “Taqneeq is Back!” reel for Taqneeq in collaboration with the SMCW department.
2. Designing posters for Executive recruitment.
3. Working with departments like Artist and Guest Management for guest announcements or Hospitality for event promotions.

Target Audience:

1. Executives (For exec recruitment content)
2. Guests and Sponsors (For Instagram and general TQ content)
3. Participants for Taqneeq’s events such as CyberCypher
4. Attendees
5. Internal Collaborations - Cross-departmental partners like SMCW, Hospitality, and Artist and Guest Management

## **AGM**

### **Core Responsibilities:**

- **Coordinating with Artists and Guests:** Managing all communication with artists, guest speakers, and their teams to confirm schedules, arrival details, and special requirements.
- **Organizing Hospitality & Accommodation:** Ensuring comfortable accommodations, transportation, and amenities for artists and guests.
- **Scheduling & Logistics:** Preparing detailed event schedules, coordinating entry/exit points, stage timings, and organizing green room requirements.
- **Event Day Assistance:** Accompanying artists and guests during the event, troubleshooting any issues, and managing smooth transitions to maintain timelines.
- **Post-Event Engagement:** Gathering feedback and maintaining positive relations for potential future collaborations.

### **Technical Skills Required:**

- **Scheduling Software:** Familiarity with tools like Google Calendar or event management platforms (Trello, Airtable).
- **Documentation & Communication Tools:** Proficiency with MS Office, Google Docs, Google Workspace for organizing guest profiles and itineraries.
- **Basic Presentation & Research Skills:** Conducting background research on artists and compiling info packs. Usage of various extensions for research purposes (SignalHire).

### **Soft Skills Required:**

- **Communication:** Clear, respectful, and effective communication skills to interact with artists, team members, and sponsors.
- **Teamwork:** Ability to work closely with other departments, like Stage Management and Hospitality, to ensure seamless guest experiences.
- **Problem-Solving & Adaptability:** Quick thinking and flexibility to handle last-minute changes or issues.
- **Attention to Detail:** Ensuring every detail—from schedules to dietary preferences—is carefully managed.
- **Time Management:** Maintaining schedules and adapting to time-sensitive tasks efficiently.

### **Skills/Perks Gained:**

- Networking: Building connections with artists, managers, and industry professionals, which is crucial for fostering future opportunities—especially on professional platforms like LinkedIn, where industry relationships can grow and strengthen.
- Event Management Experience: Hands-on experience in managing high-profile guests in a live event setting.
- Leadership & Decision-Making: Developing confidence in making quick, sound decisions under pressure.
- Conflict Resolution & Negotiation Skills: Learning techniques for negotiating timelines, addressing complaints, and managing expectations.

#### Example Tasks:

- Creating Artist Schedules: Preparing and distributing daily schedules with arrival, performance, and departure times.
- Coordinating Arrival Logistics: Meeting artists upon arrival, arranging for their transportation, and briefing them on event details.
- Handling Last-Minute Requests: Addressing any last-minute requirements from artists (e.g., green room amenities, technical needs).
- Liaising with Security: Ensuring artists and guests have the necessary passes and security clearances.

#### Target Audience:

- Primary Interaction Groups: Artists, guest speakers, sponsors, vendors, and internal departments (Hospitality, Security).

## IHC

### Core Responsibilities:

- **Setting Up Decor:** Responsible for making Taqneeq look amazing! From banners to props, we set up everything that gives the event its unique vibe.
- **Creating Art Installations:** Build large displays, posters, and creative pieces to make each spot around campus feel like part of Taqneeq.
- **Collaborating with Other Teams:** Work with Marketing, Sponsorship, and Hospitality to keep the whole fest visually cohesive and on-brand.
- **Ideation:** Continuously brainstorm new decor ideas and trends to make Taqneeq memorable.

### Technical Skills Required:

- **Crafting Skills:** Proficiency with hands-on activities like painting, sketching, and working with diverse materials.
- **Basic Tool Skills:** Familiarity with tools like scissors, glue guns, and cutters to bring ideas to life.

### Soft Skills Required:

- **Creativity & Imagination:** Generate fresh ideas and unique designs that stand out.
- **Teamwork:** Work well with others; most projects require collaborative efforts.
- **Problem-Solving:** Adapt quickly when things don't go as planned.
- **Time Management:** Stay on track with deadlines to keep everything running smoothly.
- **Initiative:** Bring forward new ideas and approaches.

### Skills/Perks Gained:

- **Hands-On Decor Skills:** Gain experience in crafting, design, and setup, valuable for future creative work.
- **Networking:** Connect with members from across Taqneeq and other departments, building lasting connections.
- **Memorable Experiences:** Be part of IHC, filled with fun, creativity, and unforgettable memories.

### Example Tasks:

- **Designing Thematic Decor:** Create decor items based on the Taqneeq theme, such as centerpieces, entrance arches, or themed photo booths.

- Building Installations: Construct large-scale art installations using materials like wood and cardboard for display around the campus.
- Painting Banners: Design and hand-paint banners that convey key messages or represent Taqneeq's theme.
- Setting Up Lighting: Install decorative lighting to create a warm atmosphere, especially for evening events.

#### Target Audience:

- If you love art and design, keep up with the latest trends, and enjoy getting creative, IHC is the perfect place for you! If you're skilled at brainstorming fresh ideas and turning them into eye-catching decor, we want you on our team!

### **Informals**

#### 1) Core Responsibilities:

- Design/Ideate and Organize: Create engaging and informal games for event participants.
- Manage Game Execution: Ensure smooth flow and timely participation in each game.
- Participant Engagement: Actively engage participants to create an enjoyable and memorable experience.

#### 2) Technical Skills Required:

- None required.

#### 3) Soft Skills:

- Communication Skills: Strong skills for interacting with participants and team members.
- Teamwork: Collaborate effectively on game planning and execution.
- Problem-Solving: Address unexpected challenges during events.
- Time Management: Ensure smooth transitions between games and activities.
- Creative Ideation: Organize unique and engaging games/events.

#### 4) Skills/Perks Gained:

- Leadership and Team Management: Develop abilities to lead teams, delegate tasks, and manage people effectively.

- Event Planning and Execution: Gain hands-on experience in organizing, coordinating, and executing fun and engaging events.
- Communication and Networking: Improve interpersonal communication while expanding your network through team collaboration and participant interaction.

#### 5) Example Tasks:

- Brainstorming and designing new game concepts.
- Setting up game stations and ensuring all materials are prepared.
- Assisting the Publicity and Marketing departments if needed.
- Collecting feedback post-event to improve future activities.

#### 6) Target Audience:

- Primary Interaction: Event participants, students, and other departments primarily for game coordination.
- Outreach: Potential participants for cold calls.

### **Logistics**

#### Core Responsibilities:

- Coordinating event schedules and timelines.
- Managing venue logistics, including setup and breakdown.
- Overseeing transportation arrangements for equipment and personnel.
- Ensuring all necessary permits and licenses are acquired.
- Maintaining inventory of supplies and equipment needed for events.

#### Technical Skills Required: None

#### Soft Skills Required:

- Strong Communication Skills: Essential for coordinating with team members and vendors.
- Excellent Organizational Skills: Needed to manage multiple tasks effectively.
- Problem-Solving Abilities: To address logistical challenges on the fly.
- Teamwork Skills: Collaborate effectively with other departments.
- Negotiation Skills: Ability to negotiate with vendors for better rates and secure the best deals.

#### Skills/Perks Gained:

- Event Planning and Execution Experience: Hands-on involvement in organizing events.



- Organizational and Leadership Development: Enhancing skills in managing people and logistics.
- Networking Opportunities: Engage with vendors and sponsors, strengthening professional connections.
- Negotiation Proficiency: Gain experience in negotiating costs and terms with vendors, building valuable negotiation expertise.

#### Example Tasks:

- Procuring equipment at the best possible prices.
- Organizing the layout of tables, chairs, and equipment for events.
- Fulfilling requirements given by other departments.

#### Target Audience:

- Primary Interaction: Vendors and other departments.

## **Marketing**

#### Core Responsibilities:

- Bringing in Sponsorships: Identify potential partners, develop compelling proposals, build relationships, and effectively communicate mutual benefits to secure and manage sponsorship agreements.

#### Technical Skills Required:

- Data Analysis Proficiency: Assess market trends, measure campaign effectiveness, and tailor sponsorship proposals to potential partners.

#### Soft Skills Required:

- Relationship-Building Skills: Establish trust and rapport with potential sponsors and maintain long-term partnerships.

#### Skills/Perks Gained:

- Strategic Thinking and Effective Communication: Build the ability to convey value and engage stakeholders effectively.

- Data-Driven Decision-Making and Customer Insights: Use data to drive targeted, impactful strategies.
- Brand Management and Collaboration: Learn to work cross-functionally to align brand goals and drive business growth.
- Networking Opportunities: Develop valuable industry connections, especially on professional platforms like LinkedIn, to foster future sponsorships and partnerships.

#### Example Tasks:

- Developing marketing strategies, analyzing market trends, managing budgets, overseeing campaign execution, building partnerships, monitoring performance metrics, and leading brand development.

#### Target Audience:

- Primary Interaction: Sponsors and potential partners.

## **Photography**

### 1. Core Responsibilities:

The Photography Department is responsible for visually documenting Taqneeq, the college's technical event, through high-quality photos and videos that capture each moment of innovation and enthusiasm. The main responsibilities include:

- Event Coverage: Capturing key moments at all Taqneeq events, such as workshops, competitions, and guest lectures, to highlight the event's technological spirit and engagement.
- Real-Time Documentation: Providing photos and videos as events happen, supporting other departments' needs for fresh content that keeps the event's online presence dynamic.
- Coordination with Other Departments: Collaborating with Marketing and Social Media teams to supply visuals that align with Taqneeq's promotional goals and branding requirements.
- Highlighting Sponsors and Key Figures: Focusing on sponsor branding, key speakers, and notable participants to ensure visibility and proper acknowledgment.
- Archival Collection: Creating a comprehensive visual record of the event for future reference, promotional purposes, and showcasing Taqneeq's success.

## 2. Technical Skills Required:

Members of the Photography Department should be proficient in:

- Camera Operation: Skilled use of DSLRs or mirrorless cameras, with familiarity in different camera settings to capture high-quality images.
- Videography Techniques: Understanding the basics of videography, such as framing, angles, and stability, for effective documentation of dynamic events.
- Lighting Knowledge: Ability to adapt to various lighting conditions, whether indoors or outdoors, to capture clear and appealing shots.
- Organizational Skills: Managing and organizing large volumes of media files to ensure easy access and quick retrieval for other teams.

## 3. Soft Skills Required:

This department values strong interpersonal skills, such as:

- Communication: Clear, effective communication to coordinate with team members and other departments, ensuring alignment with event requirements.
- Teamwork: Ability to work collaboratively within a team and support each other in covering different aspects of Taqneeq.
- Time Management: Efficiently managing time to cover events according to a strict schedule, ensuring important moments are not missed.
- Adaptability: Flexibility to work in different event environments, adjusting to various shooting conditions and last-minute changes.
- Problem-Solving: Quick thinking to address challenges like lighting changes or unplanned movement, ensuring high-quality shots are still captured.

## 4. Skills/Perks Gained:

Working in the Photography Department at Taqneeq offers several growth opportunities:

- Portfolio Building: A chance to create a professional portfolio with a range of event photography and videography focused on technology and innovation.
- Technical Mastery: Hands-on experience with professional camera equipment and various shooting techniques in a fast-paced environment.
- Networking: Interacting with other departments, sponsors, and guest speakers, expanding professional connections and networking opportunities.
- Event Documentation Insight: Learning the logistics behind event coverage, gaining skills valuable for future projects and large-scale events.
- Collaborative Skills: Building teamwork and communication abilities, important in both creative and professional settings.

## 5. Example Tasks:

Typical tasks for members of the Photography Department include:

- **Capturing Key Event Highlights:** Photographing and recording critical moments during competitions, workshops, and lectures, focusing on both participants and audience reactions.
- **On-Demand Content Delivery:** Providing timely photos and videos to the Social Media and Marketing teams for immediate use, supporting Taqneeq's real-time online presence.
- **Pre-Event Preparation:** Arriving early to scout locations, set up equipment, and prepare to capture significant moments, coordinating with event organizers for optimal positioning.
- **Efficient File Organization:** Sorting and categorizing media files by event and type to simplify access for departments requiring them for promotional or archival purposes.

## 6. Target Audience:

The Photography Department at Taqneeq primarily interacts with:

- **Event Participants:** Engaging with students, guest speakers, and attendees, making them feel comfortable to capture candid and posed shots.
- **Other Departments:** Providing necessary visuals to Marketing, Social Media, and Design teams, aiding in promotional content and post-event highlights.
- **Sponsors and VIPs:** Focusing on sponsor branding and key speakers, ensuring their contributions are captured and represented for acknowledgment.

## **Publicity**

### 1. Core Responsibilities

The Publicity Department plays a critical role in enhancing the visibility and reach of the fest. This team ensures that all promotional efforts align with the fest's goals, amplifying its presence both on and off campus. Core responsibilities include:

- **Coordinating Outreach Efforts:** Collaborating with other universities and colleges, sharing fest details and promotional material to attract a diverse crowd.
- **Building Public Relations Strategies:** Engaging with local media (newspapers) to secure coverage and manage public relations initiatives to boost fest awareness.

- Offline Promotions: Planning and executing on-ground promotions on campus and at nearby locations, including distributing flyers, posters, and setting up promotional booths.
  - Email and SMS Campaigns: Developing targeted email and SMS campaigns to keep prospective attendees updated on fest activities and event deadlines.
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## 2. Technical Skills Required

To be effective, team members in the Publicity Department should be proficient in the following tools and techniques:

- Creating messages: Creating spam messages for greater publicity of the event.
  - Microsoft Office/Google Workspace: For collaboration, documentation, and presentations.
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## 3. Soft Skills Required

Success in the Publicity Department relies heavily on interpersonal and organizational skills. Key soft skills include:

- Communication: Clear, concise, and persuasive communication skills, especially for crafting compelling messages for diverse audiences.
  - Teamwork and Collaboration: Ability to work with both internal departments and external contacts to ensure a cohesive publicity effort.
  - Creativity: A flair for innovative ideas, especially for content creation and marketing tactics that stand out.
  - Time Management: Ability to prioritize and handle multiple tasks within tight deadlines, as publicity work is often time-sensitive.
  - Adaptability: Flexibility to adjust tactics based on the latest trends, platform algorithms, and audience preferences.
  - Problem-Solving: Resourcefulness to overcome challenges, especially when dealing with unexpected promotional requirements or setbacks.
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## 4. Skills/Perks Gained

Joining the Publicity Department offers numerous benefits and learning opportunities:

- Real-World Marketing Experience: Hands-on experience in digital and traditional marketing tactics, including social media, public relations, and email marketing.
  - Networking Opportunities
  - Portfolio Building: Opportunities to create a professional portfolio with designed graphics, campaign screenshots, and analytics reports.
  - Leadership and Project Management: Chance to develop leadership qualities by taking ownership of specific publicity campaigns or activities.
  - Creative Development: Cultivating creativity in crafting messages, visuals, and strategies that resonate with the target audience.
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## 5. Example Tasks

Executives in the Publicity Department might be involved in a variety of specific tasks that bring theoretical skills into practical action:

- Setting Up On-Campus Promotions: Organizing promotional booths, distributing flyers, and interacting with students to increase fest awareness.
  - Drafting Press Releases: Writing and sending press releases to local newspapers and media outlets to secure event coverage.
  - Engaging in Online Community Management: Responding to comments, direct messages, and tags to boost interaction and excitement among followers.
  - Coordinating with Other Departments: Regular communication with teams like Marketing, Events, and Logistics to ensure cohesive messaging across all platforms.
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## 6. Target Audience

The Publicity Department interacts with a range of audiences to maximize the reach of the fest:

- The General Public: Including students, faculty, and external attendees interested in participating or attending.
  - University and College Representatives: External organizations and institutions to encourage participation from other campuses.
  - Social Media Followers: A diverse online audience interested in the fest, ranging from students to industry professionals.
  - Sponsors and Partners: Ensuring the sponsor's brand is highlighted in promotions and collaborating for mutual publicity.
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By joining the Publicity Department, executives not only develop practical skills in marketing and communications but also enjoy the thrill of creatively promoting an event, learning to work in a fast-paced, collaborative environment that mirrors real-world industry dynamics. This experience serves as a strong foundation for careers in public relations, marketing, advertising, or event management.

## **SMCW**

### **Social Media and Content Writing (SMCW)**

The Social Media and Content Writing (SMCW) department is the voice of Taqneeq, responsible for building and engaging our online community across multiple platforms. This year, SMCW is expanding its reach beyond Instagram to include Reddit, Twitter, and LinkedIn, offering team members the exciting opportunity to develop multi-platform digital marketing expertise. From crafting catchy Instagram reels to drafting formal Memoranda of Understanding, this department provides a diverse and enriching experience in content creation and digital strategy.

#### **Core Responsibilities:**

- Managing Taqneeq's social media presence across Instagram, Reddit, Twitter, and LinkedIn.
- Creating engaging content, including Instagram reels and stories, tailored to each platform's audience.
- Developing and implementing social media strategies to increase event visibility and participant engagement.
- Drafting and finalizing Memoranda of Understanding (MOUs) for business development and corporate relations.
- Creating promotional messages for distribution across various channels, including WhatsApp.
- Documenting Taqneeq through photography and videography, capturing key moments and highlights.

#### **Technical Skills Required:**

- Basic photography and videography skills.
- Familiarity with social media platforms (Instagram, Reddit, Twitter, LinkedIn).
- Basic understanding of social media algorithms and best practices.

#### **Soft Skills Required:**

- Excellent written and verbal communication skills.

- Creativity and the ability to generate engaging content.
- Strong organizational and time-management skills.
- Ability to work collaboratively within a team.
- Adaptability and willingness to learn new platforms and strategies.
- Professionalism and attention to detail, especially for MOU creation.

#### Skills/Perks Gained:

- Multi-Platform Digital Marketing Expertise: Gain practical experience managing social media across diverse platforms.
- Professional Content Creation: Develop skills in writing for various purposes, from catchy social media posts to formal legal documents.
- Understanding of Social Media Algorithms: Learn how to optimize content for maximum reach and engagement.
- Enhanced Creativity and Storytelling Abilities: Practice crafting compelling narratives and visuals for different audiences.
- Experience in Business Development and Corporate Relations: Gain exposure to the process of drafting and finalizing MOUs.
- Portfolio Building: Showcase your work and accomplishments through the content you create.

#### Example Tasks:

- Creating a weekly content calendar for different social media platforms.
- Filming and editing short videos for Instagram Reels.
- Responding to comments and messages on social media.
- Drafting an MOU with a potential sponsor.
- Writing creative promotional messages for WhatsApp groups.
- Taking photos and videos of events and activities at Taqneeq.

#### Target Audience:

- Students and other attendees of Taqneeq.
- Potential sponsors and partners.
- The wider online community interested in technology and hackathons.

Joining the SMCW team provides a fantastic opportunity to develop valuable digital marketing skills, unleash your creativity, and play a central role in promoting Taqneeq. If you are passionate



about social media, enjoy creating engaging content, and want to gain experience in a dynamic and fast-paced environment, this department is perfect for you.

## **Events**

We are Taqneeq!

All those incredible robots and captivating technical events you see at Taqneeq are the brainchild of the Events Department! We are the backbone of this technical fest! Join us and revolutionize your college life!

### **Core Responsibilities:**

The Events Department is responsible for designing and executing a variety of engaging activities, projects, and competitions that showcase and promote new technologies in an exciting, hands-on way. Our goal is to make technology accessible and enjoyable for all participants and visitors, regardless of their background or level of expertise.

### **Technical Skills Required:**

- Basic coding background, primarily in Arduino.
- Fundamental working knowledge of Python.

### **Soft Skills Required:**

- Effective communication skills.
- Good team spirit and collaboration abilities.
- Problem-solving skills, especially under time constraints.
- Strong logistical planning and creativity.
- Willingness to learn and adapt.

### **Skills Gained:**

Participating in Events allows you to implement your technical learnings from lectures into real-life projects, enhancing your understanding. You will learn from experienced and passionate leaders, gaining hands-on experience with mechanical, software, and electrical components of each game. By the end of Taqneeq, you will acquire practical insights into robotics, coding, AI, and other tech areas. Additionally, creating and executing projects and games will provide valuable leadership experience during the tech fest.

### **Example Tasks:**

- Creating games and showcase projects, which may involve:
  - Working on electrical components.
  - Coding for game functionality.
  - Building the physical structures required for each game.

#### Target Audience:

The Events Department collaborates closely with various other departments within the organizing committee to prepare for the fest. This includes:

- Logistics: Arranging components required for the games.
- Technicals: Implementing advanced software solutions.
- Digital Creatives: Enhancing the presentation of our games and projects to make them more appealing.

Collaboration is vital to ensure all our games run smoothly at the fest! During the main days of the event, the Events Department will interact extensively with visitors, students, participants, and the general public.

### **Hospitality**

#### 1. Core Responsibilities

- Securing in-kind sponsorships and deals for event essentials, including food, beverages, merchandise, and prizes for participants.
- Building and maintaining strong relationships with potential sponsors and vendors.
- Managing logistics on event days to ensure smooth distribution of food, snacks, and other essentials.
- Acknowledging and promoting sponsors according to agreements, ensuring their contributions are highlighted.
- Addressing participant needs and providing comfort throughout the event.

#### 2. Technical Skills Required

- Proficiency in MS Office (Word, Excel) for tracking inventory, sponsor commitments, and logistics.
- Familiarity with event management tools (e.g., Google Sheets, Airtable) for organizing resources and contact management.

#### 3. Soft Skills Required

- Communication: Engaging with sponsors, vendors, and event attendees.
- Negotiation: Securing favorable deals and managing sponsor expectations.

- Problem-Solving: Resolving on-the-spot issues and ensuring a smooth hospitality experience.
- Teamwork: Coordinating with other departments to align hospitality efforts with event flow.

#### 4. Skills/Perks Gained

- Networking: Opportunities to interact with sponsors, vendors, and industry professionals.
- Event Management: Hands-on experience organizing and managing hospitality for large groups.
- Portfolio Building: Documenting successes in event logistics and sponsor relations.
- Negotiation Skills: Practical experience in securing deals and partnerships.

#### 5. Example Tasks

- Researching and reaching out to brands and local businesses for in-kind contributions.
- Drafting sponsorship proposals, negotiating terms, and managing sponsor relations.
- Setting up food and beverage stations, ensuring continuous availability throughout the event.
- Ensuring all sponsor branding requirements are met as per agreements.

#### 6. Target Audience

- Sponsors: Engaging businesses interested in in-kind contributions.
- Participants: Ensuring a comfortable experience, addressing needs, and providing amenities.
- Vendors: Maintaining partnerships for essential event provisions.

## Workshops

### Core Responsibilities:

- Curating Workshop Topics: Identify exciting tech topics that attract participants.
- Sourcing and Onboarding Workshop Hosts: Connect with industry experts to lead workshops.
- Event Management: Oversee logistics and schedules to ensure smooth execution.
- Promotion and Outreach: Collaborate with marketing to promote workshops across various platforms.
- Tech Product Sourcing: Seek out and showcase innovative tech products (e.g., VR headsets, robotics) to engage attendees.

### Technical Skills Required:

- No specific technical skills needed; just bring an open mind and a curiosity to learn!

#### Soft Skills Required:

- Authenticity: Be yourself and develop confidence in networking and engaging with industry professionals.

#### Skills/Perks Gained:

- Networking: Build connections with industry professionals and tech enthusiasts.
- Leadership Experience: Manage projects and events from start to finish.
- Portfolio Building: Create a strong record of organized events and tech displays.
- Hands-on Tech Exposure: Gain experience with trending tech products and devices.

#### Example Tasks:

- Reach out to companies to source or borrow unique tech products.
- Organize the display area for an inviting setup.
- Collaborate with the marketing team for effective promotion.
- Engage with participants to maintain excitement about workshops and displays.

#### Target Audience:

- Workshop hosts and tech product providers.
- Participants interested in workshops and tech displays.
- Close coordination with marketing and logistics for seamless workshop and tech showcase execution.

### **Technicals**

The Tech Team is the creative and technical powerhouse behind the college's Tech Festival, Taqneeq. We're looking for enthusiastic and innovative minds to join us. From building the official festival website and creating an online platform for the hackathon, our team works to make the festival experience as seamless and engaging as possible. We handle all things tech—from crafting problem statements for the hackathon to helping participants with technical queries, hosting the event, and ensuring a smooth, fun experience for everyone involved.

If you're excited about tech and want to bring bold ideas to life, this is the best place for it. Joining the Tech Team gives you the chance to work on real-world projects, develop unique features, and explore solutions that make the festival memorable. We welcome people with skills in web development, UI/UX, and backend development—plus any background in hackathons is

a great advantage. Soft skills like adaptability, teamwork, and problem-solving are just as essential because each member plays a key role in achieving our vision together.

As part of the Tech Team, you'll gain hands-on experience with the latest tools and methods used in project management and hackathon hosting. You'll learn not only from skilled mentors but also from the collaborative nature of our team, where brainstorming and sharing ideas are encouraged. Along the way, you'll develop project management skills, enhance your technical know-how and build an impressive portfolio.