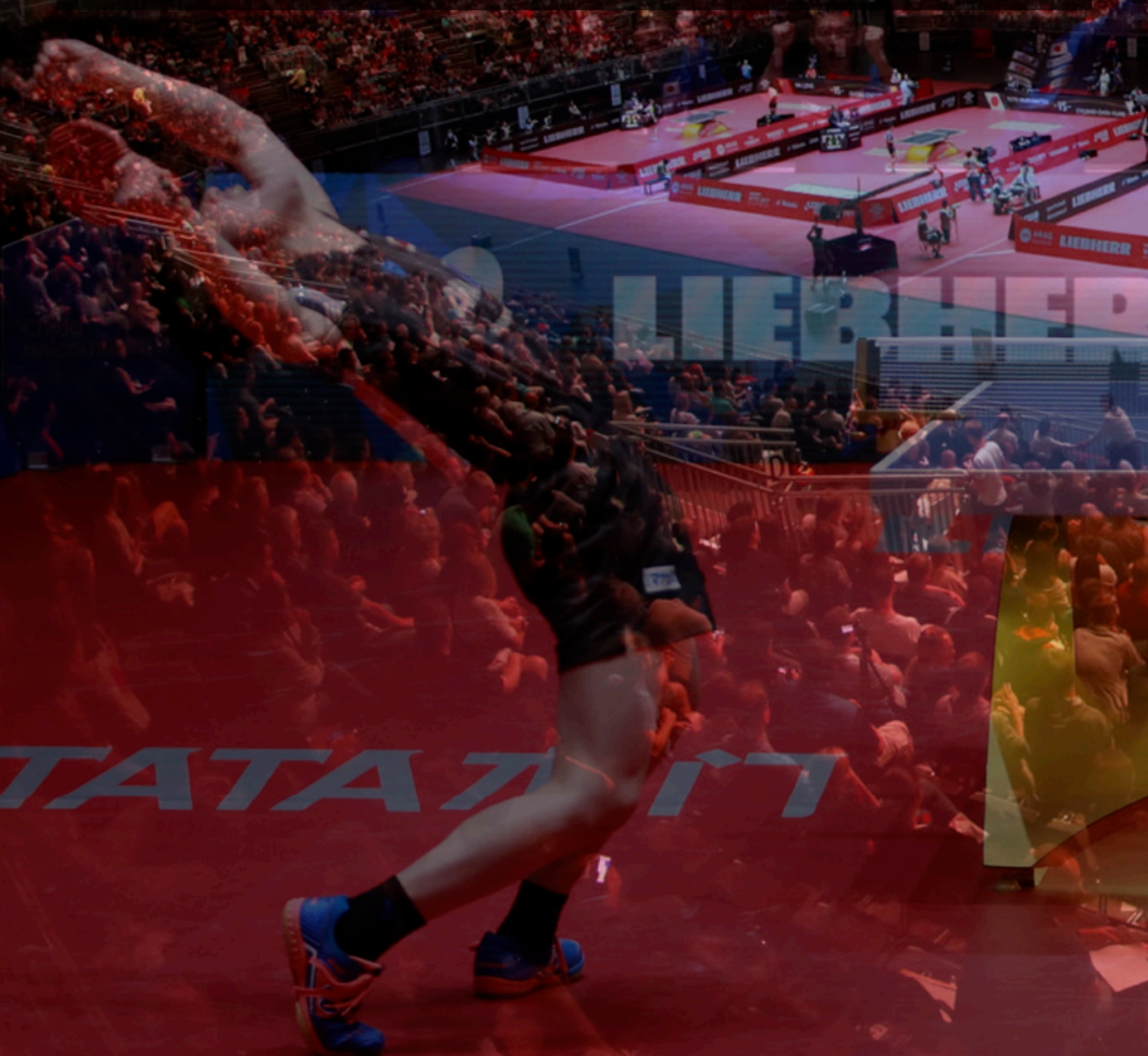




# COMPETITION MANAGERS 2018 WORKSHOP



16 TO 18 NOVEMBER 2018 . SINGAPORE

# COMPETITION MANAGERS 2018 WORKSHOP . DATES



Day and Date	Morning	Afternoon
15 November 2018 . Thursday	Arrivals	
<b>16 November 2018</b> . Friday	Competition Managers Workshop	
<b>17 November 2018</b> . Saturday	Competition Managers Workshop	
<b>18 November 2018</b> . Sunday	Competition Managers Workshop	Departures after 4:00 pm



# COMPETITION MANAGERS 2018 WORKSHOP . AGENDA



16 November 2018 . Friday

Start	End	Min.	Subject	Keynote speaker
09:00	09:10	10m	<b>Welcome</b>	Burce Burton Steve Dainton
09:10	09:30	20m	<b>ITTF Strategic Plan</b>	Steve Dainton
09:30	09:40	10m	<b>ITTF Staff Structure</b>	Vicky Eleftheriade
09:40	10:00	20m	<b>Competitions/Events Structure . Overview</b>	Vicky Eleftheriade
10:00	10:15	15m	<b>Competition Manager . Representing ITTF</b> [Presence, Behaviour, Ethic Code, Relationships, Communication etc]	Mounir Bessah
10:15	10:45	30m	<b>Competition Manager . Overview of key responsibilities</b> [Competition Operations, Marketing operations]	Competition Department Marketing Department
10:45	11:00	15m	<b>Coffee Break</b>	-
11:00	12:30	1h 30m	<b>Competition Operations</b> [Handbook, Event Documents, Scheduling, Draws, Entries, RMS, Prospectus, Pre-Event operations, During-event operations, Post-event operations]	Competition Department
12:30	13:30	1h	<b>Lunch</b>	-
13:30	16:00	2h 30m	<b>Competition Operations</b> [Handbook, Event Documents, Scheduling, Draws, Entries, RMS, Prospectus, Pre-Event operations, During-event operations, Post-event operations]	Competition Department
16:00	16:30	30m	<b>Coffee Break</b>	-
16:30	17:15	45m	<b>Para TT</b>	Pablo Perez
17:15	18:00	45m	<b>Wrap Up and Discussion on the day's topics</b>	All
18:00	19:00	1h	<b>Dinner and free evening</b>	All

. General

. Competitions

. Technology

. Marketing

. Breaks and Team Activities

. Note: The agenda is subject to changes, as might be necessary.

# COMPETITION MANAGERS 2018 WORKSHOP . AGENDA



17 November 2018 . Saturday

Start	End	Min.	Subject	Keynote speaker
09:00	10:30	1h 30m	<b>Technology</b> [Entry system, results management system, event page management]	Mohamed Dawlatly Dimosthenis Messinis
10:30	10:45	15m	<b>Coffee Break</b>	-
10:45	12:30	1h 45m	<b>Technology</b> [Entry system, results management system, event page management]	Mohamed Dawlatly Dimosthenis Messinis
12:30	13:30	1h	<b>Lunch</b>	-
13:30	16:00	2h 30m	<b>Marketing Operations</b> [Sports Presentation, Sponsorship implementation, Media Operations, TV Production, itTV, Top Players Management]	Marketing Department
16:00	16:30	30m	<b>Coffee Break</b>	-
16:30	17:30	1h	<b>Wrap Up and Discussion on the day's topics</b>	All
17:30	18:30	1h	<b>Break</b>	-
18:30	22:00	3h 30m	<b>Dinner and Team activity</b>	All

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18 November 2018 . Sunday

Start	End	Min.	Subject	Keynote speaker
<b>09:00</b>	<b>10:30</b>	1h 30m	<b>Event Management using project management tools</b> [Monday.com etc]	Competition Department
<b>10:30</b>	<b>10:45</b>	15m	<b>Coffee Break</b>	-
<b>10:45</b>	<b>12:00</b>	1h 15m	<b>Discussion and exchange of ideas</b>	All
<b>12:00</b>	<b>13:30</b>	1h 30m	<b>Lunch</b>	-
			<b>Departures can be planned . after 4pm from the airport</b>	

. General

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## PARTICIPANTS

The CM Workshop is open to:

- **ITTF Competition Managers** - by invitation
- **ITTF Assigned Competition Managers** - an application must be submitted
- **New Potential applicants** - an application must be submitted

## HOSPITALITY

The ITTF will offer to all participants free hospitality based on the following terms:

- full board from Thursday 15 November dinner to Sunday 18 November 2018 lunch.
- 4-star hotel on double occupancy twin share basis.
- Single room requests are available for an extra charge of SGD 125 per night.
- Hotel check-in and check-out times will be according to the hotel policy.
- Extra nights must be managed by applicants.

## AIRFARES

- **ITTF Assigned Competition Managers:** to be discussed
- **Potential applicants:** Paid by the participants \*

\* *Following the CM Workshop, all successful candidates, who might be offered and accept to be assigned in minimum 4 stand-alone events in 2019, will get a reimbursement of their airfare.*

## APPLICATION AND SELECTION PROCESS

- **Application:**
  - Deadline is **10 October 2018**
  - Please fill in the application form: <https://goo.gl/forms/u3ZNIhgWP3C5Wjxh2>
  - Sending a CV is a must for the application to be processed.
- **Selection confirmation:**
  - Deadline is **15 October 2018**
  - **The ITTF does not guarantee a place to the Workshop for all applicants.**
  - A selection will be made, and a Skype call may be required.
- **Accommodation and travel details:**
  - Deadline is **19 October 2018**
  - Late submission of details might cause additional hotel room charges.



**ITTF Competitions**

**[competitions@ittf.com](mailto:competitions@ittf.com)**