

BIRLA PUBLIC SCHOOL, DOHA, QATAR
Circular for Grades X to XII

Dear Parent,

Subject: Selection of Student Volunteers & Curators for TEDx Birla Public School-2025

We invite students from Grades X to XII to participate in “**TEDxBirlaPublicSchool 2025**” as **Event Volunteers** and **Curators**. The date of the event is tentatively in June 2025.

TEDxBirlaPublicSchool is an event organized by the school, inviting some of the most influential individuals to share and spread their ideas. We hereby provide our students with the opportunity to volunteer for the event and be a part of the prestigious event as a member of the organizing team. The volunteers will receive a mention in his/her recommendation letter.

The areas/committees wherein the student may volunteer are as follows:

I. Committees

- **Event Design Committee:** This committee is responsible for creating the overall logistical and aesthetic design of the TEDx event. This committee works closely with other committees to ensure that the event theme is reflected in the stage design and decoration, lighting, and other visual elements.
- **Invitations and Printing Committee:** The Invitations and Printing Department is responsible for managing the creative aspects of all printed materials. This includes drafting and designing formal invitations for guests, customizing mementos and gifts for speakers and VIPs, and handling the ordering and timely delivery of essential items.
- **IT Committee (Website Design and Teleprompter):** The IT Committee is responsible for all technical aspects of the TEDx event. This includes assisting in maintaining the sound and video systems, teleprompter, developing and running the website, and ensuring that all technology is functioning properly throughout the event. They work closely with other committees, especially the marketing committee, to ensure that all technical needs are met.
- **Hospitality Committee:** The Hospitality Committee is responsible for ensuring that all attendees, speakers, and volunteers feel welcome and taken care of at the event. They coordinate transportation, refreshments for speakers and guests, as well as provide information and assistance to attendees throughout the event. They are responsible for the reception and registration of all attendees. They also provide individual support to the speakers on the day of the event.

- **Media Committee (Photography/Videography and Live Stream):** The Media Committee is responsible for capturing and producing high-quality video/photo and live-streams during the TEDx event. They work closely with the IT and Marketing Committee to ensure that all video equipment is set up and is functioning properly on the day of the event. This committee will provide the content for the media and also shoot all promotional and behind-the-scenes videos and photos, along with the marketing and hospitality committees.
- **Graphic Design and Marketing Committee:** The Marketing Committee is responsible for promoting the TEDx event and generating interest and excitement among potential attendees. They coordinate social media campaigns, create promotional materials, and work closely with other committees to ensure that the event is well-publicized and attended. They also take care of any press releases, pre- and post-event.

Eligibility criteria for Committee members:

- Skills and Experience
- Communication Skills
- Leadership Qualities
- Conduct and Discipline

II. Curator

Applications from grades X and XI are also invited for the executive position of curator. Interested applicants can fill out the Google form given below.

Eligibility criteria for Curator:

- Must have won external speaking competitions
- Held previous leadership positions (e.g., Student Council, Club head).
- Proficiency in English speaking and writing skills
- Past involvement in organizing school events, assemblies, or competitions.
- Track record of punctuality, responsibility, and ethical behavior in school activities.

Mode of Selection:

Round 1-Evaluation of the Application Form

Round 2 - Personal Interview with shortlisted students (for Curators)

Please note: Selected students will be contacted for training and further proceedings before the event; hence, commitment and extra efforts (extra time, stay back) are prerequisites for the application. The acceptance of the volunteers is at the school's discretion.

Volunteer Form for Committee members:

URL: <https://tally.so/r/mKOYjk>

Deadline: Monday, 12 May 2025

Volunteer Form for Curator:

URL: <https://tally.so/r/nGkGoZ>

Deadline: Monday, 12 May 2025

We look forward to your participation and support for the event.

For further queries, contact:

1. Sethuraman Annamalai

Coordinator

Email ID: sethuraman@bpsdoha.edu.qa

2. Rishab Murthy

Co-Organizer

Email ID: 08650@bpsdoha.edu.qa

3. Raj Dave

Co-Organizer

Email ID: 10864@bpsdoha.edu.qa

4. Rachel Fernandez

Co - Organizer

Email ID: 17218@bpsdoha.edu.qa



Dr. Anand R. Nair
Principal

PARENT CONSENT FORM FOR CIRCULAR NO: BPS/EC/2025-26/21

I _____, parent of _____, of class _____ division _____ admission no. _____ hereby allow my child to participate as a volunteer/curator at **TEDxBPS 2025**. I shall ensure that my child abides by all the rules and regulations of the school.

I understand that the school will take all possible care and precautions to safeguard my ward. However, in case of any unforeseen incident, I will not hold the school responsible. By signing this form, I confirm that I have read, understood, and agreed to the above points.

Sincerely,

Name of parent: _____

Signature of the parent: _____

Date: _____ Mobile no. _____