



The role formerly known as Sponsorship Officer is now renamed as the Outreach and Sponsorship Officer.

This role falls under the remit of the Public Relations (PR) team.

- Provide updates to PR Officer at agreed intervals (usually monthly)
- Work with Head Office (HO) and PR Officer to finalise wording for both the corporate partnership information and sponsorship information for both Spring and Autumn conferences (Treasurer to approve prices each year)
- At least 9 months before the event:
 - Contact companies in the area before the event and follow up when registration opens to let them know EMWA is holding a conference nearby
 - Reach out to companies in the industry with offices based nearby to conference venues to advertise sponsorship opportunities
 - Contact academic institutes and follow up when registration opens to inform them EMWA is holding a conference including free sessions open to non-members i.e. Introduction to Medical Writing
 - Contact all companies who have sponsored in the last 9 months, once sponsorship opens for an event
- Prepare a call for sponsors in the forthcoming Newsblasts
- Contact corporate partners towards the end of each year to offer them a package for the following year
- Maintain a list of all contacted companies and academic institutions and share with the PR Officer or EC, as required
- Be on site at Spring conferences – spending time with all exhibitors on site

The role is an appointed one and will be reviewed every 2 years by the Executive Committee, at which point the position will be advertised again.

Spring conference attendance will be eligible for compensation in line with the volunteer reimbursement policy.