

TRAINING AND ADVOCACY TERMS OF REFERENCE

	TWSC	Activity partner	Lead time
Primary Organizer	<p>1) Produce concept paper and program (line up of roleplayers: opening remarks, introduction of speaker, speakers, reactors, moderator; date, time, venue; brief bio of the roleplayers; optional budget and optional token, etc.)</p> <p>2) Provide venue</p> <p>3) Produce and disseminate publicity materials (invitations, flyers, streamers, etc.)</p> <p>4) Online dissemination via TWSC official social networking sites and distribution list</p> <p>5) Audio-visual documentation which will then be uploaded to TWSC's official social networking sites</p>	Funder/sponsor (optional)	Two months
Secondary co-organizer	<p>1) Provide venue (optional)</p> <p>2) Produce and disseminate publicity materials (invitations, flyers, streamers, etc.)</p> <p>3) Online dissemination via TWSC official social networking sites and distribution list</p> <p>4) Audio-visual documentation which will then be uploaded to TWSC's official social networking sites</p>	<p>1) Produce concept paper and program (line up of roleplayers: opening remarks, introduction of speaker, speakers, reactors, moderator; date, time, venue; brief bio of the roleplayers; optional budget and optional token, etc.)</p> <p>2) Provide venue (optional)</p>	At least one month
Co-sponsor	<p>1) Online dissemination via TWSC official social networking sites and distribution list</p> <p>2) Audio-visual documentation which will then be uploaded to TWSC's official social networking sites</p>	<p>1) Produce concept paper and program (line up of roleplayers: opening remarks, introduction of speaker, speakers, reactors, moderator; date, time, venue; brief bio of the roleplayers; optional budget and optional token, etc.)</p> <p>2) Produce publicity materials (invitations, flyers, streamers, etc.)</p> <p>3) Provide venue</p>	At least two weeks

Note: Responsibilities of each party and lead time for preparation may be subject to negotiation based on the agreement of both parties.