



21 September 2016

Officers of the Cypriot Branch of the International Law Association

The Cypriot Branch of the International Law Association hereby announces two new members of the board: Salomi Charalambous (Events Manager) and Nadia Kornioti (Public Relations and Marketing Manager). The Cyprus Branch warmly welcomes the new members of its team.

These are the duties and responsibilities of the Events Manager:

1. To coordinate with Branch Officers and local stakeholders to plan and implement all events efficiently, including conferences, seminars, etc;
2. To ensure compliance with the required timeframe and perform various activities within that timeframe;
3. To assist in the selection of appropriate vendors for all events;
4. To perform research to select appropriate venue(s) and identify appropriate target audience for all events;
5. To prepare plans for all aspects of events and prepare the appropriate budget, in conjunction with the Treasurer;
6. To coordinate with the Treasurer to seek sponsorship and to allocate funds for organising all events;
7. To coordinate with the Public Relations & Marketing Manager to publicise and advertise all events.

These are the duties and responsibilities of the Public Relations and Marketing Manager:

1. Planning, developing and implementing Public Relations strategies;
2. Researching, writing and distributing press releases to targeted media;
3. Preparing publicity brochures, hand-outs, direct mail leaflets, promotional videos, and photographs;
4. Managing and updating information and engaging with users on social media sites such as Twitter, Facebook and LinkedIn;
5. Attracting new members to the Cypriot ILA by leveraging existing media relationships;
6. Publicising the Cypriot ILA events, seminars and conferences and arranging for their media and press coverage.