

Re:Views

“Behind the scenes”

November 23, 2016


Different levels of where it all happens

Material X non-material

- *Re:Views* level
- Course level
- “Outsiders”
- KAA level
- Faculty level
- MU level
- Partners level
- Law level



Re:Views level

- FB group (our own)
 - Personal meetings: several times a year + 2 mandatory
 - Skype calls / meetings
 - Extensive e-mail communication (R:V e-mail as well as ours)
 - Google drive, sheets, docs, ...
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Course level

- Our discussion and planning (syllabus and timeline, PPP, lecture content, exercises, observing the magazine timeline and current needs, ...)
- Discussions and planning with Dr. Tomková, Mr. Hanzálek, earlier with Jeff Vanderziel, now with doc Chamonikolasová
- Timetable & IS management
- **Content management:** classes, time management (our X yours X others')
- Publication management
- Starts fairly early



“Outsiders”

- Graphic designer
- Webmaster
- External quality check and editing



KA level

- Premises (timetable & clashes, room)
- Information spread (department group e-mail, posters, noticeboards)
- PR (FB, web)
- Money
- Endorsement
- Official shielding
- Help with cooperation of official events and requests
- ESCape
- (KA Ardian)



Faculty level

- Premises
- Shielding
- PR (promotion, FB, noticeboards)
- Registration on various lists & webs (organizations, media)
- Money
- AV team



MU level

We are an FA organization only, so MU level is not fully explored yet

- Promotion: FB
- onlineMuni
- Premises
- Possibility of financing
- CIC: FB, posters, posters
- ISC



Partners

- Printing shop: discount in exchange for promotion
- Adverts
- Krmítko
- Expat Center
- SAPMU
- Mostly FB and sharing/PR
- Student groups and other universities



Law level


- Registration with the court (www.justice.cz) as “zapsaný spolek”
- NTK and ISSN
- Accounting



Financing

- Membership fees (new)
- KAA (tangible X “invisible”)
- Faculty of Arts
- Other grants
- Individual arrangements (SAPMU)
- Personal finances
- Sponzoring (in future)

Grants


- For specific and previously specified things only
 - Not for our own rewards
 - Outsiders X insiders
 - Presentation in front of a committee
 - Rules, reports
 - Accounts
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Non-material support


- Equally (and often even more) important than money
- PR, word of mouth
- Networking - never be ashamed to ask for help or advice
- Us & our friends, you, KAA, FA, MU, SAPMU, Fulbright CZ, those we write about



What it looks like before and on an issue date

- You hand in the article
 - Grammar & peer reviews
 - Editor-in-chief gives the final green light
 - Graphic design (part under supervision)
 - Back to us & you
 - Back to graphic designer
 - Anna & I
 - External editor
 - My final review
 - PR - in advance (especially FB)
 - Posters & leaflets
 - KAA - sending info out
 - Contacting partners and patrons
 - Contacting all that participated
 - Our own sharing
 - Post-issue processes
 - Planning new issue
 - Feedback
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Other stuff we need to take care about

- Observe the “Stanovy”
 - Meet regularly
 - Vote for the “Výbor”
 - Accounts
 - Report all changes
 - Secure financing
 - Secure cooperation with the above mentioned subjects
 - Check laws regularly for changes
 - Get people to know us
 - Come up with new things
 - Keep all info updated
 - Keep the web working
 - Keep the social media working
 - Check reach rates
 - COMMUNICATION!!
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Thank you! Any questions?