

EBF CONFERENCE BOARD BROCHURE 26-27



CONFERENCE

THE EBF CONFERENCE

The EBF Conference is the largest two-day student Conference in The Netherlands

The EBF Conference is the largest two-day student conference in the Netherlands and attracts around 500 participants each year, including students, academics, alumni, and business participants. The event creates a bridge between ambitious students and inspiring speakers, companies, and professionals.



The first day, **NorthBound**, focuses on practical skills, start-ups, and businesses in the Northern region. The second day is the traditional **EBF Conference Day**, where participants can learn from leaders, be inspired by keynote speakers, and connect with companies.



As a member of the EBF Conference Executive Board, you are responsible for setting up the entire event. Your tasks include working out the theme, acquiring speakers and partners, arranging the venue and logistics, creating promotion, and guiding participants and companies throughout the process.

During your board year, each board member develops professionally and personally while working closely with the rest of the board. Read more about the positions and responsibilities on the next pages!



WHAT COULD A BOARD YEAR ADD TO YOUR PERSONAL DEVELOPMENT?

Get on board and shape the EBF Conference

Expand your network

A board year gives you the opportunity to build a strong professional and social network. You will connect with companies, speakers, alumni, students, and other external parties. These interactions help you become more confident in professional settings and develop your communication skills.

Develop your skills

By taking responsibility for organising a large-scale professional event, you will further develop your organisational, communication, and leadership skills. You will learn how to work under pressure, make decisions, solve problems, and collaborate effectively within a team.

Discover your strengths

Throughout the year, you will take on new challenges and responsibilities that help you discover where your strengths and interests lie. Working closely with your fellow board members also gives you the opportunity to learn from others, receive feedback, and grow both personally and professionally.



FUNCTIONS

CHAIRMAN

- Is responsible for general coordination
- Is the spokesperson for the EBF Conference
- Has a supporting and facilitating role
- Is responsible, together with the EBF Board, for important decisions



As Chairman of the EBF Conference Executive Board, you carry final responsibility for the largest two-day student conference in the Netherlands. It is a broad role, and it starts with direction: at the beginning of the year you set the strategic and long-term policy together with your fellow board members, deciding on the focus points and the goals you want to reach. From there you hold the overview of the project as a whole, from the preparations and the budget to the timeline.

Keeping the board on course means staying well informed about what everyone is working on, and that is largely what your board meetings are for. Just as much of the role is about people. You motivate and support your fellow board members, in one-to-one meetings as well as in the activities you plan together. And your team is larger than the board alone: you are also the final responsible for the Day Organisation Committee, which means you lead ten to twelve people in total. That is a lot of responsibility for a single year, and it is exactly what makes the position so challenging and so rewarding.

Outwardly, you are the face of the conference. As its spokesperson you maintain the relationships with everyone who makes the event possible: the University, our corporate partners, alumni and the student body. Acquiring partners and speakers is a shared effort with the Acquisition portfolio, and one you are closely involved in yourself.

Eager to learn more? Feel free to reach out to Teun (+31 681296118)

FUNCTIONS

VICE-CHAIRMAN |

THEME & SPEAKERS I

- Is responsible for working out the theme
- Is responsible for acquiring and keeping in contact with the speakers
- Helps where necessary



As Vice-Chairman and Theme & Speakers I, your main responsibility is shaping the content of the conference and acquiring the speakers. At the beginning of the year, you work closely with Theme & Speakers II to develop the main theme and relevant subthemes. Based on these themes, you research potential speakers and determine which potential speakers would best fit the programme.

A large part of your year revolves around speaker acquisition. You approach potential speakers and their management, maintain contact throughout the process, and coordinate everything related to their participation. Once speakers are confirmed, you discuss the content and focus of their contributions, keep them updated about the programme, and make sure their sessions fit within the overall storyline of the conference. This gives you the opportunity to work closely with inspiring people from a wide range of industries and backgrounds.

As Vice-Chairman, your responsibilities also extend beyond Theme & Speakers. You support the Chairman where necessary, contribute to important decisions and help keep an overview of what is happening within the board. In addition, you take on the role of PR II. You support PR I with the promotional campaign, help create and coordinate content and make sure the conference reaches as many students as possible.

This position is ideal for someone who enjoys combining creative and strategic thinking with communication, persistence and responsibility. It gives you the opportunity to shape the content of a large-scale professional conference, build relationships with inspiring speakers and gain experience in both speaker acquisition and promotion.

Eager to learn more? Feel free to reach out to Sara (+31 619537028)

FUNCTIONS

TREASURER |

COMMERCIAL RELATIONS II

- Owns the budget
- Handles invoicing
- Manages direct debit processing
- Manages the Exact accounting software
- Files tax declarations
- Builds financial forecasts



As Treasurer/Commercial II, your core focus is the budget. Early on, you'll build out different planning scenarios, and as the event takes shape you'll refine the budget or draft new scenarios to match. Over the course of the year you'll pick up a range of new skills; using the Exact accounting system, creating and paying invoices, processing direct debits, filing declarations, building forecasts, and staying in touch with both debtors and creditors. You'll collaborate closely with the rest of the board throughout the year to keep the budget aligned with the board's objectives.

Ultimately, the treasurer's job is to give the board the financial insight and direction it needs to make solid decisions about the event ahead. On top of that, you'll handle acquisition, bringing companies on board for the Conference, which means building relationships with plenty of new people and organizations along the way.

Eager to learn more? Feel free to reach out to Thijmen (+31 6 53886736)

FUNCTIONS

COMMERCIAL RELATIONS I

- Lead all of the commercial engagements and serve as the primary spokesperson between corporate partners and the EBF Conference Board.
- Establish performance indicators to ensure target achievement.
- You will learn how to pitch packages to corporate decision-makers, handle objections, and structure mutually beneficial contracts.



As Commercial Relations I, you are responsible for leading all corporate contact and revenue generation for the EBF Conference. From start to finish, a commercial relations officer sets up new strategies, manages pipelines and oversees outreach. As a lot of the event's budget comes from partner acquisition, you work closely with the rest of your board to guide decisionmaking based on expected cashflow. The first months are based around you setting up your commercial strategies, working closely with your treasurer to set expectations and acquisition targets and start practicing your sales pitches. Once you have a clear strategy you will begin contacting companies through coldcalling, emailing and company visits. It is important to maintain relationships with existing partners while exploring new cashflow opportunities. You maintain close contact with partners leading up to the event and evaluate their experiences after to give to the next board for improvement.

Eager to learn more? Feel free to reach out to Dylan (+31 657426967)

FUNCTIONS

PR & PROMOTION

- Is responsible for the overall design, promotion, and marketing of the EBF Conference
- Maintains the EBF Conference website and all other social media accounts
- Is responsible for the technique and everything the participants will see during the day



As PR & Promotion, you have one main task: you are responsible for the overall design, promotion and marketing of the EBF Conference. This position requires a mix of planning and creativity, and it touches almost every part of how the conference is seen and experienced.

You maintain the EBF Conference website and manage all social media accounts, translating the conference theme into content. Design is a big part of the role: you work in Canva to create everything from brochures, posts to the conference book of abstracts, making sure the visual identity stays consistent across all promotion output. You also support the acquisition of partners and sponsors, creating targeted content and materials that help bring them on board.

You will lead the promotional activities, including all videos that will be used for promotion up to the conference day itself. Alongside the promotional and design work, you are responsible for the technique and everything participants will see and experience during the conference day itself. It's a role where structure and creativity constantly go hand in hand: you plan ahead, but you also get to put your own stamp on how the EBF Conference looks, feels and is remembered.

Eager to learn more? Feel free to reach out to Rosalie (+31 630400273)

FUNCTIONS

LOGISTICS |

THEME & SPEAKERS II

- Is responsible for working out the theme and acquiring speakers
- Is responsible for approaching and keeping contact with all external parties such as the venue, catering, and technique
- Is responsible for working out the scripts of the conference day and being the main contact person during the day



As Logistics I and Theme & Speakers II, you are responsible for both the content of the conference and its practical organisation. At the beginning of the year, you work together with the Theme & Speakers I to develop the main theme and relevant subthemes. You research and approach potential speakers.

Throughout the year, you maintain contact with the confirmed speakers and make sure they have all the information they need. You discuss the content of their contribution, keep them updated about the programme and coordinate practical matters surrounding their participation. Closer to the conference, you help prepare the speakers for the day itself and ensure that their schedules, transport and other arrangements are clear.

On the logistics side, you are the main contact person for the conference venue and other logistical partners, including technical support and catering. You create and coordinate the programme and day schedules, arrange the use of the different rooms and make sure all practical details are aligned. You are also responsible for preparing the general script and the personal scripts for speakers, partners and other parties involved.

During the Conference and NorthBound day itself, you are the main point of contact. You coordinate all the different parties, respond to unexpected situations and make sure the programme runs as smoothly as possible. This position is ideal for someone who enjoys combining creative and strategic thinking with planning, coordination and hands-on problem-solving. It gives you the opportunity to shape the content of the conference, work closely with inspiring speakers and gain experience in organising a large-scale professional event.

Eager to learn more? Feel free to reach out to Lauren (+31 6 29950474)

WHAT DOES YOUR BOARD YEAR LOOK LIKE

MONTHS	WHAT	WEEKLY HOURS
NOVEMBER - FEBRUARI	• Get to know your fellow board members • Write yearly policy • Work out the theme • Choose direction	10 hours
MARCH - JUNE	• Acquire companies • Acquire speakers • Develop partnerships and concept	12-24 hours
JULY - AUGUST	• Marketing to students • Work out arrangements • Build the programme • Acquiring last partners	30 hours
SEPTEMBER - OCTOBER	• Event preparations • NorthBound & Conference Day • Evaluation and transition documents	30 hours & full time during event