CABS business cards SOP v1.0

* 1. two options a) double sides (English and Chinese on two sides) or b) single side (mixed)
	2. two further options a) without WeChat QR code, and b) with WeChat QR code.
	3. Collect information from EC members who need one.
		1. Choose 1a) or 1b)
		2. Choose 2a) or 2b)
		3. Chinese name
		4. English name
		5. Title
		6. Serving committee and role (co-chair/advisor/or EC member)
		7. phone number (optional)
		8. email address
		9. WeChat ID (optional)
		10. WeChat QR code
		11. anything else (optional): such as linkedin account no. etc.
	4. create personal business cards.
		1. Committee names - please use the following unless updated later.

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| Science and Technology | 科学与技术部 |
| International Collaboration | 国际合作部 |
| Business and career development | 商业和职业拓展部 |
| Alliance Management | 协会拓展部 |
| Public Relations and Communications | 公共关系与交流部 |
| Social life | 社会生活部 |
| Membership | 会员部 |
| Operation | 运营部 |
| Finance and IT | 财政与技术支持部 |

* + 1. Please use the most updated template (attached here)
		2. Notes
			1. Font - some of the fonts do not go well with Chinese characters. We recommend to use SimSun.
	1. Proofread - must be proofread at least once, we suggest to have the cards proofread by two people before printing.
		1. O2 chair will proofread before printing
	2. Use Costco business center to print. - usually takes a week to print.