Conference Chair - responsible for organizing the conference and ensuring the conference is held successfully

Job requires the following:

**Planning and Initiation:**

* Plan the conference using the GANTT chart
* Work with the Treasurer to generate a budget and to track the budget during the conference
* Ensure adequately staffed for executing the plan
* Ensure/arrange for keynote speaker, chapter speakers and any additional participants (i.e. panel, distinguished speaker, student posters)
* Ensure/arrange venue for conference along with ancillary items such as A/V setup, food, drinks, exhibit tables, space for speakers, poster)
* Ensure marketing plan generated for attendance, sponsorship and marketing plan executed
* Ensure promotional materials generated (posters, flyers, etc.)
* Ensure registration setup and track for event planning
* Ensure ancillary tasks done (awards, program books, etc.)
* Ensure conference runs smoothly (venue setup properly, adequate A/v, display, tables, etc.)
* Conduct biweekly meeting to track conference planning and execution
* follow up at end of conference to make sure everyone paid, L31s submitted, etc.

**Tracking and Follow up:**

* Use the GANTT chart to check that everyone understands their individual tasks.
* Track budget up to and during the conference with the Treasurer.
* Be sure the keynote speaker, chapter speakers and any additional participants (i.e. panel, distinguished speaker, student posters)
* Confirm venue for conference along with ancillary items such as A/V setup, food, drinks, exhibit tables, space for speakers, poster)
* Verify marketing plan generated for attendance, sponsorship and marketing plan executed
* Review and signoff on promotional materials generated (posters, flyers, etc.)
* Check registration site and verify correct function.
* Verify publication and distribution of conference advertising.
* Follow ‘real time’ conference progress to catch and correct ‘glitches’.
* Lead biweekly meeting to track conference planning and execution
* Verify final budget numbers.
* Present final Report to ExCom.

Time commitment expected:

The biweekly meeting will take a couple of hours a month with significant time taken up initially when generating plan, finding speakers, venue (15-20 hours). Within last two weeks of conference, time commitment increases when ensuring all preparations are done (10-15 hours). The conference will take 6-8 hours with the followup taking another 2-5 hours.

Nominal Conference Committee ‘Generic’ Assignments:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Conference Function** | **Related Section Office** | **Assisted by:** |
| 0 | Establish Date | Conference Chair | Conference Team |
| 1 | Venue Location & Arrangements | Conference Chair | Conference Team |
| 2 | Identify Speakers | Geo-unit Chairs |   |
| 3 | A/V Requirements | Arrangements Chair |   |
| 4 | Catering | Arrangements Chair |   |
| 5 | Establish Preliminary Budget | Treasurer |   |
| 6 | Create vTools Registration Page | Webmaster |   |
| 7 | Track Pre-event Expenditures | Treasurer |   |
| 8 | Require Speaker Resitrations | Geo-unit Chairs |   |
| 9 | Publicity Arrangements | Communications Chair |   |
| 10 | Student Posters | Student Activities Chair | Mentors |
| 11 | Track Registration: Pre-Event | Webmaster |   |
| 12 | Sponsorship | Marketing Chair |   |
| 13 | Follow up W/Speakers & Chairs | Technical Activities Chair | Technical Coordinators |
| 14 | Award Planning | Membership Chair |   |
| 15 | Program Book | Communications Chair |   |
| 16 | Presentation Rooms | Conference Chair |   |
| 17 | Event Sequence | Conference Chair |   |
| 18 | Poster Display Area | Student Activities Chair |   |
| 19 | Exhibitor Space | Arrangements Chair |   |
| 20 | Venue Preparations | Arrangements Chair |   |
| 21 | Register Attendees | Webmaster |   |
| 22 | Report Final Registartion Numbers | Webmaster | Treasurer |
| 23 | Report Post Event Financial Results | Treasurer |   |
| 24 | Post Event ExCom Report | Conference Chair | Treasurer |