

Sub-committee Roles and Responsibilities

Chair/ Co-chairs (From now to the end of the conference)

- Advertise for volunteers
- Compile list of volunteers
- Book venue
- Kick off meeting agenda creation
- Schedule kick off meeting
- Contact Managewise for meeting minute taker
- Identify topic
- Identify volunteer roles (circulate description of roles)
- Create title for board approval
- Circulate previous year's documents (e.g., Call for papers, Marketing materials, registration form)
- Act as the liaison between sub-committees throughout conference planning
- Book all committee meetings and arrange food at these meetings
- Work with ManageWise to prepare and distribute agendas and minutes for all committee meetings
- Identify format of conference
- Inform Managewise who qualifies for free conference registration (through communications with sub-committee chairs)
- Make decisions as needed during the conference
- Publish the presentations for public/ membership access

Sponsorship (From now to about 3 weeks before conference)

- Obtain and edit last year's potential sponsorship list
- Identify (or modify) methods for recognizing sponsors (i.e., 3-tiered sponsorship approach, sponsorship on nametags, etc.)
- Contact potential sponsors through e-mail or phone
- Communicate progress to Conference Committee
- Additional sponsorship drives as necessary (leaning on other committee contacts, brainstorming for new ideas for gaining financial sponsors)
- Liaise with Budget Committee to ensure no net loss

Budget (From now until we have 200 delegates registered)

- Edit last year's budget (given input from current committee's needs and decisions) for board approval
- Ensure concordance of speaker expenses with budget

Marketing (From now until the conference)

- Create posters and advertisements
- Contact potential publications for circulation of conference advertisement
- Identify our target audience (biologist professionals – ASPB, YEP, etc.)

- Develop innovative ways to reach our target audience

Program (From now until the day of the conference)

- Create and distribute call for papers
- Identify what the program format will be
- Liaise with Events sub-committee to ensure smooth flow of program format and events
- Review and categorize paper's submitted
- Coordinate sessions
- Identify appropriate session chairs
- Liaise with session chairs and presenters (ensuring that bios and abstracts are received in a timely manner)
- Select and secure gifts for speakers (and chairs?) (liaise with Budget sub-committee re: costs)

Conference program handout (Starts about 2 months before the conference)

- Solicit conference logo designs
- Organize vote of logos from Conference Committee
- Communicate logo choice to Committee and provide logo to Administration sub-committee for use in forms
- Liaise with Program Committee for information needed to develop Handout (session names, speech titles, speaker's names, etc.)
- Create appropriate Conference Program Handout (using last year's handout as a template)
- Provide map of the Zoo highlighting route to Safari from parking areas
- Develop a slide show of volunteers, sponsors, etc. Liaise with Sponsorship sub-committee to ensure all sponsors are recognized.

Events (From now until the conference)

- Identify any associated events (wine & cheese, banquet, entertainment, etc.)
- Arrange food options from Zoo menu

Administration (From now until the conference)

- Liaise with Program Handout sub-committee to include logo on all forms
- Registration forms
- Feedback survey form
- Photography waiver for all conference attendees
- Publication waiver for permission to publish speakers' presentations
- Create a short list of hotels for out of town guests
- ASPB promo material (For sale? Swag?)
- Arrange online registration with ManageWise
- Liaise with ManageWise regarding division of tasks (name tags, registration, packets etc.)