



## **STL-ODN Conference Committee Roles and Responsibilities**

### **Conference Chair**

- Oversees the conference committee to ensure successful execution of conference
- Works with Finance Chair to determine conference budget, other financials
- Works with Website Administrator and content manager to ensure timely and accurate conference program information is communicated
- Acts as a liaison between the Exec Team and the conference committee
- Acts as the emcee for the conference including introducing presenters/facilitators at the conference and sharing any pertinent logistical details
- Drafts conference evaluation for committee approval
- Proactive in communicating any issues/challenges in timely manner to ensure barriers are removed/discussed

### **Speaker/Programs**

- Works with Conference Chair and Exec Team Programs Chair to determine conference topics, speakers, and format(s)
- Obtains information from speakers/facilitators (i.e., bios, pictures, presentations, handouts)
- Coordinates speaker dinner for the evening before the conference
- Proactive in communicating any issues/challenges in timely manner to ensure barriers are removed/discussed

### **Facilities**

- Works closely with Facilities Chair and Finance Chair to coordinate all facilities/contracts
- Serves as liaison with conference venue and catering representatives
- Coordinates venue logistics (i.e., parking, event setup, projector, laptops, A/V, flip charts, easels, markers, etc.)
- Proactive in communicating any issues/challenges in timely manner to ensure barriers are removed/discussed

### **Sponsorships**

- When applicable, drafts sponsorship guideline updates for committee approval
- Identifies and communicates with potential sponsors
- Works closely with the Finance Chair and Website Administrator to coordinate the sharing of sponsorship information
- Drafts thank you letter to sponsors
- Proactive in communicating any issues/challenges in timely manner to ensure barriers are removed/discussed

## **STL-ODN Conference Committee Roles and Responsibilities**

### **Registration/ Volunteers**

- Identifies and coordinates all registration activities up to and during the conference
- Creates announcement to recruit volunteers
- Identifies and coordinates all volunteer activities up to and during the conference

### **Marketing**

- Creates professional conference materials (e.g., programs, banners, signs, etc.)
- Procures speaker/facilitator gifts
- Creates graphics for website/conference materials as needed
- Works closely with website administrator and content manager to ensure materials are marketed via website
- Serves as photographer on the day of the conference (or arranges for photographer)
- Proactive in communicating any issues/challenges in timely manner to ensure barriers are removed/discussed

### **Communications**

- Works with Communications Chair to coordinate all conference communications
- Provides Communications Chair with a calendar of expected communications
- Drafts event announcements and communications
- Proactive in communicating any issues/challenges in timely manner to ensure barriers are removed/discussed